



The following draft Minutes of the meeting of the Toronto Police Services Board held on February 03, 2011 are subject to adoption at its next regularly scheduled meeting.

The Minutes of the Meeting held on November 15, 2010, and the Special Meetings held on January 05, 2011 and January 11, 2011, previously circulated in draft form, were approved by the Toronto Police Services Board at its meeting held on February 03, 2011.

MINUTES OF THE PUBLIC MEETING of the Toronto Police Services Board held on **FEBRUARY 03, 2011** at 1:30 PM in the Auditorium, 40 College Street, Toronto, Ontario.

PRESENT:

Dr. Alok Mukherjee, Chair
Mr. Michael Thompson, Councillor & Vice-Chair
Ms. Judi Cohen, Member
Mr. Chin Lee, Councillor & Member
Dr. Dhun Noria, Member
Ms. Frances Nunziata, Councillor & Member

ALSO PRESENT:

Mr. William Blair, Chief of Police
Mr. Albert Cohen, City of Toronto - Legal Services Division
Ms. Deirdre Williams, Board Administrator

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

#P17. MOMENT OF SILENCE

The Board observed a moment of silence in memory of Sergeant Ryan Russell (7686) of the Toronto Police Service who was killed in the line of duty on January 12, 2011.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

#P18. HUMAN RIGHTS PROJECT CHARTER – 2010 FINAL REPORT

The Board was in receipt of the following report December 16, 2010 from William Blair, Chief of Police:

Subject: 2010 FINAL REPORT: HUMAN RIGHTS PROJECT CHARTER

Recommendation:

It is recommended that the Board receive the following report.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report.

Background/Purpose:

On May 17, 2007, the Toronto Police Services Board (TPSB), the Toronto Police Service (TPS) and the Ontario Human Rights Commission (OHRC) signed a Human Rights Project Charter (HRPC) document which formalized a three-year collaborative approach to incorporate human rights and anti-racism perspectives into all policing activities.

Over the three-year term of the Human Rights Project Charter, approximately 100 project team members were selected from all ranks and positions within the TPSB, TPS and the OHRC. Their contributions have proven invaluable in both the development and implementation of the Human Rights Project Charter strategies designed to achieve the project's objectives. Attached is the 2010 Final Report: Human Rights Project Charter.

Discussion:

The report provides a comprehensive overview and status report on the strategies recommended by each of the sub-committees. All the recommended strategies are either completed or are in the process of completion.

The Charter has provided a roadmap for organizational change. "The ultimate success of the Charter can only be measured in the future, as the Service incrementally moves towards eliminating all evidence of discrimination and becoming more inclusive."

Conclusion:

In summary, this report provides the Board with an extensive overview of the Service's achievements in the areas of recruitment, selection, promotion and retention, police learning, accountability and public education.

Staff Superintendent Anthony Corrie, the Service Project Leader of the HRPC, will be in attendance to answer any questions the Board may have.

Mr. Andre Goh, Manager, Diversity Management Unit, and Ms. Barbara Hall, Chief Commissioner, and Dr. Shaheen Azmi, Acting Director, Ontario Human Rights Commission, were in attendance and provided the Board with an overview of the three-year project between the Toronto Police Services Board, the Toronto Police Service, and the Ontario Human Rights Commission.

Chief of Police William Blair said that the Project Charter had accomplished a great deal and that it will help improve the way in which the police will serve the diverse community.

The Board received the foregoing report. A copy of the Executive Summary to the 2010 Final Report is appended to this Minute for information. A copy of the complete report is on file in the Board office.

Executive Summary

This is the final Annual Report for Human Rights Project Charter (HRPC).

Founded in partnership by the Toronto Police Service (TPS), the Toronto Police Services Board (TPSB) and the Ontario Human Rights Commission (OHRC), the project's three-year term is scheduled to conclude in May 2010 at which time the tangible results of this landmark endeavour will take shape in terms of its impact on both the Service and the community we serve.

It is anticipated that the HRPC's true impact will not be felt or fully realized and appreciated until later, when future members can declare that any discrimination which may have existed in our employment practices and in our provision of policing services, has been eliminated.

The following are summaries of the work completed by each of the four sub-committees of the HRPC. These summaries will also include on-going strategies.

Public Education Sub-Committee

The task of this sub-committee was to develop a comprehensive communications strategy that highlights and promotes TPS human rights and anti-racism initiatives within the Service and to the community. This was to be accomplished by ensuring:

1. The language and messaging contained in TPS communications (including the TPS website), reinforces human rights and anti-racism themes.
2. Communities with no access to conventional (electronic) communication tools are reached.
3. Community Consultative Committees are maximizing opportunities to support human rights in both the police service and their work in their respective communities.
4. TPS effectively promotes human rights and anti-racism initiatives and events.

Progress Report

This sub-committee has developed and overseen guidelines for the use of appropriate human rights-themed language and messaging for both TPS and the Service's Community Consultative Committee use as well as updating the mandate of the Public Information Unit to reflect the Service's commitment to these issues. An internal training module on the effective delivery of this message is currently in development.

In May 2009, a comprehensive media insert entitled "Fair & Equitable Policing", was distributed via 10 targeted community newspapers delivered to 460,000 households. The insert which was also in *Canadian Immigrant Magazine* with a distribution of over 50,000, contained stories that highlighted projects, programs and initiatives showcasing the Service's commitment to fair and inclusive policing services.

TPS human rights-related events are currently communicated and publicized internally and externally, using various traditional and electronic communication tools. A database capturing this information was completed for 2009 and the committee continues to look at ways in which this useful tool can be expanded for use by the Community Mobilization Unit, Public Information and the entire TPS.

The TPS relationship with individuals and communities with no access to conventional communication tools is ongoing. TPS continues to work with partners at the City of Toronto on this initiative that will also address the TPS's compliance with the Accessibility for Ontarians with Disabilities Act – 2005 (AODA) legislation.

Recruitment, Selection, Promotion & Retention Sub-Committee

This sub-committee's responsibility was to ensure the TPS human resource systems are barrier-free for all current and prospective TPS members. Their objectives included:

1. Utilize and/or modify existing records management systems to assist with more effective management and analysis of human resource and demographic data.
2. Perform an inclusive design review of TPS systems to ensure compliance with human rights precepts.
3. Expand recruitment initiatives to reach traditionally under-represented communities.
4. Ensure promotional processes and systems are equitable for racialized or marginalized members.
5. Update the Exit Survey and process, to more effectively determine why members leave the Service.

Progress Report

The issue of making better use of TPS human resource and demographic data is being addressed by the Confidential Employee Database (CED), a Diversity Management Unit (DMU) initiative currently in the implementation process.

An overall Inclusive Design Review has been explored through the implementation of several pre-existing TPS initiatives. These include this project (HRPC), three Employment Systems Reviews (ESRs), the formation of the DMU and the establishment of Internal Support Networks (ISNs). These initiatives have also addressed the issues of an equitable promotional process for racialized or marginalized members.

Further, this sub-committee has recommended the *hiring of a consultant* to more effectively address the issue of an *Inclusive Design Review based on religion* and will be looking to the Ontario Human Rights Commission for its expertise, experience and guidance in this area. There is an anticipated cost associated to this initiative.

A review of the TPS Workplace Accommodation procedure has been deferred to the DMU which has completed a gap analysis. This has led to the recommendation that the procedure be amended to include family status, religious, medical/disability needs, in addition to all other grounds listed in the Ontario Human Rights Code. These are currently under review by Command.

With respect to recruitment activities, this group has focused on *women from diverse communities*. Multiple focus groups composed of serving TPS Members from these communities, have identified the following recruitment barriers: entrenched (anti-police) cultural beliefs, physical fitness and the financial cost of applying. Plans are underway to better address these issues.

The issue of collecting more meaningful Exit Survey data is being completed. Following this, a needs assessment will be conducted to produce a more useful end-product for the TPS, including a provision for human rights issues to be identified.

Accountability Sub-Committee

The objectives of this sub-committee are to:

1. Review TPS governance related to human rights issues, then amend the relevant policy(s)/procedure(s) to ensure compliance with the Ontario Human Rights Code.
2. Communicate amendments to increase awareness, education and compliance by TPS members, and
3. Develop a central repository system, to capture and manage data from human rights complaints, for more effective subsequent analysis and reporting, via PSIS.

Progress Report

This sub-committee has identified the TPS procedures and TPSB policies that contain human rights components. A gap analysis, re-drafting of these policies, procedures and related forms have been completed, and a final review to be conducted in early 2011.

A comprehensive marketing strategy to communicate policy updates to TPS members is currently in development. Additionally, the Diversity Management Unit (DMU) has updated Workplace Harassment and Discrimination information and awareness materials.

The TPS Form "901", has been identified as the unifying document for complaints with respect to: the Police Services Act (PSA), Ontario Human Rights Code, grievances and civil suits. It is being modified to fulfill its revised function. The actual complaint process "work-flow", has been reviewed and is being modified to more effectively identify and respond to any human rights elements.

Learning Sub-Committee

This sub-committee's focus was the development of a human rights training program for both uniform and civilian members. This program will:

1. Address training issues related to human rights and racially-biased policing (i.e. racial profiling).
2. Utilize the human rights framework as a foundation for this training.
3. Be created for use in both the traditional classroom setting and the e-learning environment.

Progress Report

This group has created training modules focusing on two areas:

1. A human rights primer referred to as "Human Rights 101"
2. A second module specifically dealing with "Racially Biased Policing / Racial Profiling".

Specific learning objectives have been reviewed and approved by the sub-committee and were forwarded to the Toronto Police College Community Policing Section for the creation of actual lesson plans.

Although the initial plan was limited to two hours of training, these learning objectives lend themselves to significantly more time. The delivery mechanism for this training will be as follows:

- An e-learning module titled 'Racially Biased Policing' to be completed by both uniform and civilian TPS members (Delivery commenced on September 2nd, 2010)

- A third day to be added to the 2011 In Service Training Program – Uniform (ISTP-U) where participants will receive a one day classroom presentation titled ‘Human Rights Issues in Contemporary Policing’ (Delivery to commence in January 2011)
- A third day to be added to the 2011 In Service Training Program – Investigative (ISTP-I) where participants will receive a one day classroom presentation titled ‘Human Rights Issues in Contemporary Policing’ (Delivery to commence in January 2011)
- A stand-alone one day course titled ‘Human Rights Issues in Contemporary Policing’ to be delivered to TPS civilian members and senior officers (Delivery to commence in 2011)

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**#P19. SEMI-ANNUAL REPORT: PROFESSIONAL STANDARDS:
JANUARY – JUNE 2010**

The Board was in receipt of the following report January 05, 2011 from William Blair, Chief of Police:

Subject: SEMI-ANNUAL REPORT: PROFESSIONAL STANDARDS - 2010

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

The Professional Standards Semi-Annual Report fulfils Toronto Police Service compliance with reporting requirements regarding public complaints, civil litigation, charges under the *Police Services Act*, use of force, Special Investigations Unit (SIU), and suspect apprehension pursuits. It also reports on the achievements of members of the Service as recognized through service awards. Attached is the Professional Standards Semi-Annual Report 2010.

Professional Standards is responsible for promoting a competent, well disciplined, professional police service. It does so by investigating allegations of misconduct pertaining to members of the Service, collecting and analyzing data related to various aspects of a member's duties and recognizing member's achievements with formal awards. To fulfil those functions Professional Standards is comprised of two pillars; the Investigative Unit and the Risk Management Unit, each with a diverse group of sub-units responsible for a variety of functions. The included semi-annual report will include a short description of each unit, and the initiatives each of those units has undertaken over the reporting period.

Discussion:

The Professional Standards Annual report will show a slight increase in public complaints received and a noted decrease in the number of complaints appealed to and overruled by the Ontario Civilian Police Commission (OCPC). These trends were expected with the introduction of the Office of the Independent Police Review Director (OIPRD) in October 2009 as the criteria for reporting complaints has been expanded to areas previously not considered. Prosecutions Services saw a decrease in the number of cases initiated at the Tribunal which can, in part, be

attributed to a new approach to disciplinary actions that includes a close collaboration with the Toronto Police Association to explore alternatives to lengthy and costly Tribunal matters.

Other trends the report will detail are; decreases in both use of force incidents and suspect apprehension pursuits. This is consistent with a decrease in the overall number of arrests and calls for service, but also speaks to the concerted training efforts of the Toronto Police College to educate members on safe practices.

Conclusion:

In summary, this report provides the Board with an overview of the statistics gathered between January 1 and June 30, 2010. Attached is the Professional Standards Semi-Annual Report 2010.

Deputy Chief Peter Soly, Executive Command, will be in attendance to answer any questions if required.

The Board referred to Figure 3.1 – Officers Charged January to June - and asked whether or not the data represented all or some of the officers who were involved in the disciplinary process during period between January and June 2010. Chief Blair said that this data refers to the number of officers who were charged under the *Police Services Act*, and that it is a small but important reflection of the complete disciplinary process as it represents the most serious matters. Chief Blair also said that the disciplinary process consists of various other components, including unit level discipline and progressive discipline.

The Board also referred to the information regarding the Special Investigations Unit on page 22 and noted that previous Professional Standards reports had contained a summary of the investigations conducted by the Chief in accordance with section 11 of Ontario Regulation 673/98 pursuant to the *Police Services Act*. Chief Blair said that a “section 11” investigation is an administrative review of all aspects, other than criminal, of an incident for which an investigation by the Special Investigations Unit was required.

The Board asked Chief Blair to consider reinstating the information about section 11 reviews in future Professional Standards reports.

The Board received the foregoing report. A copy of the Executive Summary to the 2010 Semi-Annual Professional Standards Report is appended to this Minute for information. A copy of the complete report is on file in the Board office.

EXECUTIVE SUMMARY

Professional Standards provides effective support to the Toronto Police Service, ensuring that prescribed Service standards concerning the administration, promotion and support of professionalism are upheld. These standards include the practices, conduct, appearance, ethics and integrity of its members, with a goal to strengthen public confidence and co-operation within the community.

The Professional Standards Unit is comprised of the Professional Standards-Investigative Unit and the Professional Standards-Risk Management Unit. The Investigative Unit investigates all forms of complaints (criminal and conduct) alleged against Toronto Police members and is comprised of the following sub-units: Complaints Administration; Conduct Investigations; Criminal Investigations, and; Investigative Support Unit. The Risk Management Unit is comprised of Awards, Information Security, Inspections Unit, Prosecution Services, SIU Liaison, Analysis & Assessment, and the Duty Desk. The unit performs a number of essential duties for the organization including: pro-actively analysing and reviewing trends and patterns in relation to high risk behavioural factors; conducting inspections; liaising with the province's Special Investigations Unit (SIU), and; preparing and prosecuting disciplinary charges against police officers. Professional Standards also provides a liaison function to other TPS units and committees (Legal Services, Disciplinary Hearings Office, Crime Information Analysis, the Use of Force committee), as well as other external agencies (The Office of the Independent Police Review Director, SIU).

Initiatives

In 2010, the Investigative Unit modified its complaint intake and investigations to incorporate legislative changes made to the *Occupational Health & Safety Act*. Bill 168 came into effect June 15, 2010 and requires all employers in Ontario to prepare written policies with respect to workplace violence and workplace harassment. Professional Standards, with assistance from Occupational Health & Safety, Toronto Police College and Corporate Planning, developed two new procedures – (8-11) Workplace Violence and (8-12) Workplace Harassment – to ensure the Toronto Police Service is in compliance with the legislation. Bill 168 also requires employers to assess risks of workplace violence that may arise and develop procedures to control these risks. To that end, the Investigative Unit has designated a Workplace Violence & Harassment Co-ordinator who is responsible for reviewing all reports and complaints of workplace violence within the Service and reporting on this information when required.

The sub-units of the Risk Management Unit have been actively engaged in initiatives that mitigate risk across the Service. The Inspections Unit acts as a liaison between Field-level officers and Command to address pertinent property and policy issues. They provide feedback to Unit Commanders and offer solutions to potential areas of risk. In the first half of 2010, Inspections delivered officer safety information sessions to discuss the Guaranteed Arrival program which educates members on safe driving practices, and addressed complaints from the field concerning the safety of Blackhawk holsters with the Armament section of the Toronto Police College.

Information Security has developed a year-long proactive 2010 initiative dedicated to enhancing education and awareness for secure computing. Various intranet posters have been and continue to be published relating to the protection of information, including passwords, logging off, viruses and policy. The unit continues to lecture on various courses and has provided some basic computer security slides for inclusion in recruit training. Unit members also received enhanced training on computer investigations, SharePoint and web publishing.

Prosecution Services introduced a new approach to resolve disciplinary actions against officers in a timely manner. Working in close collaboration with Unit Commanders and the Toronto Police Association, this approach looks at alternatives to lengthy and costly prosecutions brought before the Tribunal. The goal of this enlightened approach is to have the officer return to work more quickly as a positive productive employee, while also satisfying the principles of specific and general deterrence.

In 2010, the SIU Liaison Unit worked with the provincial SIU to ensure the TPS is in compliance with legislative changes to Ontario Regulations 673/98, the regulation governing SIU investigations. Effective, July 5, 2010 O. Reg. 267/10 states that officers appointed under the *Interprovincial Policing Act 2009* can be the subject of SIU investigations. They continue to proactively educate members of the Service, particularly those involved in high risk areas.

The Duty Desk Inspectors continued to visit police facilities to inspect unit operations and had meetings with other police services to discuss topics of mutual operational relevance including conduct investigations and wellness issues. By its very nature, the duty desk is a unit which is in a state of constant flux as it relates to staffing. This phenomenon, if not properly managed, can place inordinate stress on field units who are requested to assign personnel to the duty desk in this capacity. Accordingly, a system has been developed which incorporates headquarters personnel to provide replacements.

The Analysis & Assessment Unit is working to introduce an Early Intervention Program that will identify and assist officers with performance problems in a non-disciplinary format. To facilitate the program, upgrades were made to the Professional Standards Information System (PSIS) software, and the unit underwent a restructuring of personnel. Testing of early intervention capabilities in the database software has been completed and a prototype Early Intervention Package developed with the goal of initiating a pilot project in the second half of 2010.

Professional Standards Information System

In addition to functioning as an early intervention tool, the Professional Standards Information System is utilized by the Risk Management Unit to produce statistical and trend analysis reports for proactive identification of risk management issues. In the first half of 2010, The Risk Management Unit continued to provide on-going trending and statistical support to the Service's management team via bi-weekly, monthly, and semi-annual submissions for Professional Standards and Command reports as well as service-wide communications. PSIS has also been used to assist other units in their own risk reduction initiatives – specifically TAVIS and Corporate Planning.

Trends

The PRS Annual Report provides statistical comparisons and trend analysis on the following topics: awards, public complaints, civil litigation, Police Service Act charges, use of force reporting, SIU investigations, and suspect apprehension pursuits.

Awards

The Awards program is coordinated by Professional Standards to recognize outstanding contributions and achievements by Service members and the public. In the first half of 2010, 156 awards were presented to members of the Toronto Police Service, the community and other police services by the Service and the Toronto Police Services Board. While this is a significant increase from 57 awards in 2009 and 65 in 2008, it should be noted that an additional awards presentation cancelled in 2009 was held in 2010. 33 awards were presented to Service members by external agencies or organizations.

Public Complaints

Public complaints made against Toronto Police officers are processed by the TPS Professional Standards Complaints Administration Unit. In the first half of 2010, 363 public complaints were received concerning the conduct of uniform members and/or the policy/service of the Toronto Police Service, following a slight 5-year increasing trend. Contributing factors influencing this rise include an overall increase in reported public contacts made by police (FIR's), and an increase in public awareness of the public complaints process with the introduction of the OIPRD in October 2009. In relation to investigated complaints, there was an increase in allegations of excessive use of force, with the majority of these allegations found to be unsubstantiated. There continues to be a decrease in the number of allegations of incivility, a 4-year decreasing trend. There is a continued focus on completion timelines as a priority, with the majority of complaint investigations concluded within 90 days.

Civil Litigation

Civil actions against TPS members are processed by Legal Services. The number of civil actions has increased steadily over the past three years. Changes to the Small Claims Court process may contribute to the increase in 2010, with a monetary limit increase imposed and court forms and rules improved to make the process of filing claims simpler to complete.

Police Service Act Charges

Prosecution Services reviews disciplinary investigations to determine the appropriateness of holding a hearing and prosecutes disciplinary charges against officers. In the first half of 2010, there was a decrease in the number of new cases and officers charged. Of charges dealt with, there was a significant increase in the percentage of findings of guilt.

Use of Force

Officers are required to submit the ministry standard Use of Force Form 1 report when they use force in the performance of their duties. In the first half of 2010, there was a decrease in the number of incidents in which officers reported using force, consistent with a three-year decreasing trend. This decrease corresponds to decreases service-wide including major crime indicators, calls for service, gun calls, and arrests. The Corporate Information website shows police officers had over 800,000 documented interactions with the Toronto public in the first six

months of 2010. An extremely low proportion of these encounters resulted in the use of force (.00013 %) and an even lower percentage resulted in an injury serious enough to invoke the SIU mandate (0000425%).

SIU Investigations

The Ontario Special Investigations Unit (SIU) is a civilian law enforcement agency, independent of the police, that investigates circumstances involving police and civilians which have resulted in serious injury, including sexual assault, or death. There was a decrease in the number of incidents involving TPS officers where the SIU invoked its mandate in the first half of 2010. This decrease is consistent with a decrease of SIU investigations province-wide. There have been no TPS officers charged in SIU investigations in the first half of 2010.

Suspect Apprehension Pursuits

The Ontario Ministry of the Solicitor General has established detailed guidelines regarding police pursuits, including when and how pursuits are to be commenced and continued. In these instances, officers are required to submit the ministry standard Fail to Stop Report. In the first half of 2010, there was a decrease in the number of pursuits initiated, which is consistent with a 3 year decreasing trend. Subject officers and/or supervisors continue to discontinue the majority of pursuits in the interest of public safety. The number of pursuit related injuries has also seen a notable decrease.

Moving Forward

Professional Standards will continue to be proactive in identifying strategic issues, goals and actions to build upon the initiatives embarked upon this year.

PRS will continue to educate members to raise their awareness of the potential risk exposures they face and ways to mitigate that risk. Information Security, for example, will distribute posters and pamphlets to Service units and a display will be located in the lobby of Headquarters to recognize Cyber Security Month. An event has been planned for members to continue awareness efforts to offer an introduction of potential risk exposures, including identity theft, internet security, and other topical issues.

PRS will also continue to liaise with Service units to identify and rectify areas of risk exposure. To this end, the Inspections unit plan to work with the Marine Unit to ensure that divisional primary response officers have the equipment they need to assist in open-water emergencies that occur in their patrol areas.

Professional Standards is also committed to conduct on-going reviews of our policies and processes to ensure continued alignment with the Toronto Police Service mandate. Several members of the Risk Management Unit, including the Analysis and Assessment unit, will sit on a working group to develop an enhanced Predictive Analysis program as part of the Executive Command Strategic Plan (2011-2013). The initiatives mentioned, and the many others that the unit is planning, support the commitment Professional Standards has made to promote safety for both TPS members and the citizens we serve.

HIGHLIGHTS

- In the first half of 2010, The Toronto Police Service distributed a total of 156 awards to members of the TPS, the community and other police services. In addition, Toronto Police Service members received 33 awards from external agencies. (pg. 8 & 9).
- 363 public complaints were received concerning the conduct of uniform members and/or the policies/services of the Toronto Police Service in the first half of 2010, a 1.7% increase from the first half of 2009 following a slight 5-year increasing trend (pg. 11).
 - 215 (59.2%) complaints were investigated, an increase of 0.7% of which 208 pertained to officer conduct, and 7 concerned the service of the TPS (pg. 11).
 - 148 (40.8%) complaints did not meet the criteria set out in the Police Services Act and were not subject to investigation, an decrease of 0.7% from 2009 (pg. 11).
 - 48 (22.3%) investigated complaints were classified as serious in nature, an increase of 16.1% (pg. 11).
 - Allegations of incivility decreased to 22 (17.7%) complaints from 33 (24.6%) in 2009 (pg. 12).
- The Toronto Police Service received 49 Statements of Claim in the first half of 2010, an increase from 33 in 2009 (pg. 9).
- Prosecution Services charged 31 officers in the first half of 2010, a 26.2% decrease from 42 officers in the first half of 2009. 36.1% of the officers were charged with on duty offences, a 12.8% decrease from the first half of 2009 (pg. 15).
- The Disciplinary Hearings office concluded cases involving 23 officers in the first half of 2010. Of those charged, 13 officers were found guilty or pled guilty (56.5%) compared to 32.3% of officers convicted in the first half of 2009 (pg 16).
- Use of Force incidents totalled 699 from January to June 2010, compared to 804 in 2009. A total of 1116 Use of Force reports were submitted in the first half of this year compared to 1119 in 2009. Officers had over 800,000 documented interactions with the Toronto public in the first six months of 2010, yet an extremely low proportion of these encounters resulted in the use of force (.00013 %). The most common reason for Use of Force, due to its correlation to public safety, continues to be “protect self” (pg. 19 & 20).
- Use of Force incidents in which subjects were perceived to be armed with a weapon increased to 56.6% of use of force incidents in the first half of 2010 from 55.0% in 2009 (pg. 21).
- Use of Force Form 1 reports indicated that 18 officers received injuries in the first half of 2010, compared to 68 in 2009 (pg. 21).

- The Provincial Special Investigations Unit invoked its mandate to investigate 34 incidents, an increase from 39 in the first half of 2009. Of these, the officers were exonerated in 18 cases, the SIU withdrew their mandate in 8 cases, and 8 are currently ongoing. No officers have been charged in SIU investigations in the first half of 2010 (pg. 22).
- Suspect Apprehension Pursuits were initiated on 78 occasions in the first half of 2010, representing a 13.4% decrease from 2009. In the first half of 2010, there was an increase in the percentage of pursuits discontinued by the initiating officer, from 21.4% of pursuits initiated in the first half of 2009 to 34.6% in 2010 (pg. 25 & 26).
- In the first half of 2010, 2 people received injuries as a result of initiated pursuits, a decrease from 14 people injured in 2009. There were no fatalities resulting from initiated pursuits in both 2009 and 2010 (pg. 26).

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P20. REQUEST FOR A REVIEW OF A COMPLAINT ABOUT THE
SERVICES PROVIDED BY THE TORONTO POLICE SERVICE:
RESPONSE TO 9-1-1 CALL**

The Board was in receipt of the following report December 08, 2010 from William Blair, Chief of Police:

Subject: REQUEST FOR A REVIEW OF A COMPLAINT ABOUT THE SERVICES PROVIDED BY THE TORONTO POLICE SERVICE (TPS FILE NO. 2010-EXT-0296)

Recommendations:

It is recommended that:

- (1) the Board receive the complaint summarized in this report
- (2) the Board determine whether to concur with the decision that no further action be taken with respect to the complaint; and
- (3) the complainant, the Independent Police Review Director and I are advised in writing of the disposition of the complaint, with reasons.

Background/Purpose:

The Toronto Police Services Board has received a request to review my disposition of a complaint about the services provided by the Toronto Police Service (Service).

Legislative Requirements:

The *Police Services Act* establishes that a complaint about the policies of or services provided by a municipal police force shall be referred by the Independent Police Review Director to the municipal chief of police and dealt with under section 63. The chief of police shall, within 60 days of the referral of the complaint to him or her, notify the complainant in writing of his or her disposition of the complaint, with reasons, and of the complainant's right to request that the board review the complaint if the complainant is not satisfied with the disposition 63 (2). A complainant may, within 30 days after receiving the notice, request that the board review the complaint by serving a written request to that effect on the board.

Review by Board

Upon receiving a written request for a review of a complaint previously dealt with by the chief of police, the board shall,

- (a) advise the chief of police of the request;
- (b) subject to subsection (7), review the complaint and take any action, or no action, in response to the complaint, as it considers appropriate; and
- (c) notify the complainant, the chief of police and the Independent Police Review Director in writing of its disposition of the complaint, with reasons.

Nature of Complaint and Discussion:

On May 4, 2010, at approximately 1740 hours, the complainant was walking towards the York Woods Library, located at 1875 Finch Ave West in the City of Toronto when one of two youths yelled a racial slur at him and then threw a rock, striking his backpack. He said the youths laughed at him as he walked away. The complainant went into the nearby library and called 911 to report the incident, and he also told the library staff of what had occurred.

The complainant waited at the library until 1825 hours (approximately 45 minutes) and then left. He stated that he left his information with the library staff, asking them to pass it on to the police when they arrived. The complainant indicated that the police never did contact him, and when he returned to the library two weeks later, he learned that the police did not attend at the library in response to his 911 call.

On May 19, 2010, the complainant submitted a written letter of complaint to the Office of the Independent Police Review Director (OIPRD). The complaint was examined by the OIPRD and assigned to the Service to be investigated. The file was given file number 2010-EXT-0296 and assigned to Detective Waverley Reid of 31 Division for investigation. Detective Reid completed her investigation on August 31, 2010, and submitted a final report.

Her report detailed the following:

A 911 call was made by the complainant on May 4, 2010, at 1741 hours from the York Woods Library. The call was logged as event number E21819. The complainant advised the call taker that he was in a safe place inside the library and when offered, he advised that he was not injured and he did not require an ambulance. The dispatcher broadcast the call at 1743 hours; less than two minutes after receiving the call. On this day, in 31 Division, there were two one-officer and eight two-officer patrol cars, along with one uniformed supervisor working. From 1600 hours to 1900 hours, there were nineteen priority one and two radios calls logged. All of the cars were assigned to those calls.

At 1821 hours, a unit was dispatched to the complainant's call. The officers arrived at the library at 1837 hours and security inside the library told them that the complainant had left. At 1842 hours the unit cleared from the call. It appears that the complainant left the library twelve minutes before police arrived.

The officers who attended at the library did speak to library staff, but the staff neglected to pass on the complainant's information to them. In addition, the complainant only gave the 911 call taker his location at the library and the number of the payphone he was calling from.

Detective Reid spoke to the complainant at a later date and asked if he wished to report the incident to her. The complainant stated that it was too late at that point. The complainant stated that he was of the belief that the police should attend immediately when a person calls 911. Detective Reid explained to him that the call taker ensured that he was not injured and in a safe place then prioritized the call according to those facts. The complainant's call was given a number two priority. At that time, there were other calls that took priority, and with a limited number of officers, it took some time before they could attend at the library.

Detective Reid's final report was sent to the complainant on September 2, 2010. On September 20, 2010, the complainant submitted a letter to the Board, requesting a review of his complaint.

The Chief's Decision and Reason:

Detective Sergeant Robert Stewart of the Professional Standards Conduct Investigations Unit was assigned to investigate the Service complaint review.

The incident was examined. All parties agree on the facts surrounding this occurrence; the question remains, did the Service respond to the complainant's call in a responsible manner?

The complainant did have a traumatic event occur that day and he should expect a timely response to his call for police assistance. This should occur for two reasons; to ensure his safety, and to arrest the perpetrator who assaulted him. In this case, the complainant's wellbeing was of the greatest concern, and he clearly indicated that he was not injured, did not need an ambulance, and was in a place of safety awaiting the police.

At that time, all of the police units in 31 Division were tied up on calls such as, a medical complaint, an arrest, a sudden death, a suspicious incident, an alarm, a break and enter that had just occurred, a theft that had just occurred, and a store owner holding a person that had been arrested. The complainant's call was assessed based on the provided information, properly placed in a priority sequence, and attended to when the first available unit was free.

Conclusion:

Pursuant to the notification of the status and determination of the complaint from the Service, the complainant requested through the Office of the Independent Police Review Director (OIPRD) that the Board review my decision. It is the Board's responsibility to review my reason and determine whether it is satisfied that my decision to take no further action is reasonable.

Deputy Chief Peter Sloly, Executive Command will be in attendance to answer any questions the Board may have.

Chief Blair provided a summary of his review of the foregoing complaint about the service that was provided by members of the Service.

Chief Blair also said that the circumstances of the incident noted in the complaint were serious and that he believed the complainant experienced a traumatic event. The Board was advised that each 9-1-1 call is considered a priority and that all calls are assessed to determine the appropriate level of response. High priority calls include serious crimes in progress or situations involving immediate threats. In the case which led to the complaint, the call-taker determined that, at the time the 9-1-1 call was made, the victim was no longer at risk and that he was in a place of safety.

The Board approved the following Motions:

- 1. THAT the Board receive the foregoing report;**
- 2. THAT, with regard to recommendation no. 2 in the foregoing report, the Board concur with the Chief's decision that no further action be taken with regard to the complaint; and**
- 3. THAT recommendation no. 3 be approved noting that the Board believes that no further action is required because it is satisfied that proper procedures were followed in this matter.**

Additional information, including a copy of the Report of Investigation, was considered during the in-camera meeting (Min. No. C16/11 refers).

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

#P21. REVISED ORGANIZATIONAL CHART

The Board was in receipt of the following report January 17, 2011 from William Blair, Chief of Police:

Subject: REVISED ORGANIZATIONAL CHART

Recommendation:

It is recommended that the Board approve the new organizational chart for the Service.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report.

Background/Purpose:

At its meeting on January 25, 2001, the Board requested that all organizational charts be submitted on an annual basis (Min. No. P5/01 refers).

At its meeting on February 18, 2010, the Board approved a new organizational chart (Min. No. P41/10 refers).

The purpose of this annual report is to request five amendments to the current organizational chart.

Discussion:

The amendments are requested for the following reasons:

1. Name Change and Relocation of Unit – Public Information has been renamed Corporate Communications and will no longer be a unit of Corporate Services. It will now exist as a stand-alone unit/pillar reporting directly to the Deputy Chief, Executive Command. The reason for the change is to appropriately reflect the services provided by the unit and to provide a clearer understanding of how the unit can support the community and members of the Service.
2. Name Change – Fraud Squad has been renamed Financial Crimes Unit to better reflect the current role of this unit. It is evident that investigations conducted by the Fraud Squad are complex and involve sophisticated schemes, financial aspects, technology and a myriad of financial regulation regimes and considerations that have made the scope of the unit more complicated and dynamic. The decision to re-name this unit was made at an off-site Command meeting on December 1, 2010.

3. Name Change – Compensation & Benefits has been renamed Compensation & Human Resources Information Systems and will include the existing Enterprise Resource Management Systems unit. The combined units will significantly improve customer service and responsiveness of the units to work collaboratively. The decision to amalgamate these two units was made at an off-site Command meeting on December 1, 2010. There is no impact on the overall civilian establishment.
4. A new unit called Human Resources Support Services has been created to cater to the recognized support services required, including the Critical Incident Debriefing Team, Peer Support Coordinator and a Return to Work Transition Specialist to oversee workplace accommodations. The decision to create this new unit was made at an off-site Command meeting on December 1, 2010.
5. Amalgamation of Unit – On September 27, 2010 the Crime Information Analysis Unit (CIAU) was removed as a stand alone unit within the Corporate Services pillar and amalgamated with the Corporate Planning unit. The Corporate Planning unit was recently re-structured to better reflect the work it performs today and to position the unit so that it continues to play a pivotal role in information management. After careful analysis and consideration of the shift toward a more comprehensive approach to information management within the Corporate Services pillar, and the Service, it was determined that the best course of action to support future endeavours would be to return CIAU to Corporate Planning. The re-structuring was approved at an off-site Command meeting on December 1, 2010.

Conclusion:

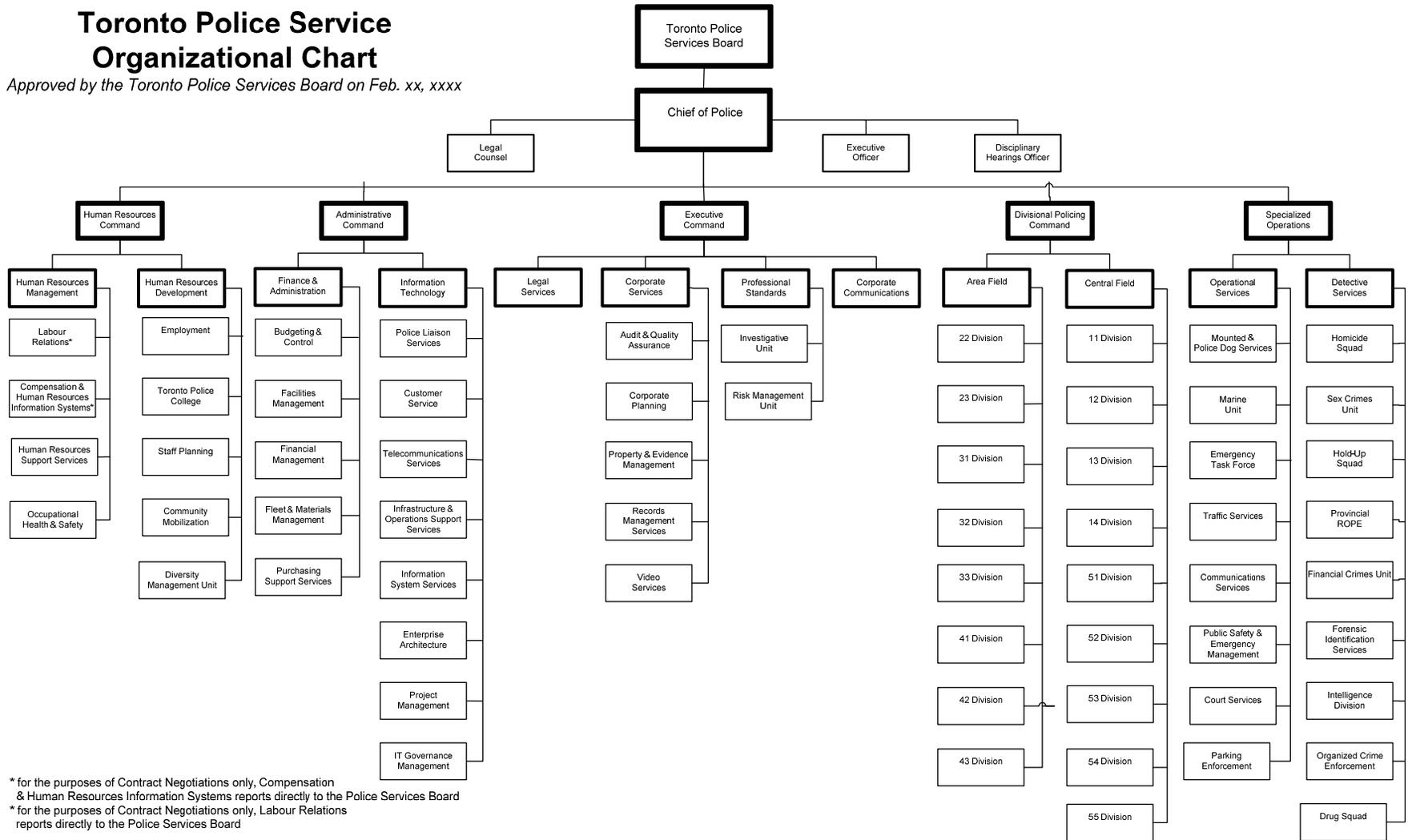
In summary, this report provides the Board with the new organizational chart for the Service for approval.

Deputy Chief Peter Sloly, Executive Command, will be in attendance to answer any questions that the Board may have regarding this report.

The Board approved the foregoing report.

Toronto Police Service Organizational Chart

Approved by the Toronto Police Services Board on Feb. xx, xxxx



* for the purposes of Contract Negotiations only, Compensation & Human Resources Information Systems reports directly to the Police Services Board
 * for the purposes of Contract Negotiations only, Labour Relations reports directly to the Police Services Board

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TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P22. QUARTERLY REPORT: MUNICIPAL FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY ACT COMPLIANCE: JULY –
SEPTEMBER 2010**

The Board was in receipt of the following report December 08, 2010 from William Blair, Chief of Police:

Subject: QUARTERLY REPORT - MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT COMPLIANCE: JULY, AUGUST and SEPTEMBER 2010.

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

At its meeting on September 23, 2004, the Board approved a motion that the Chief of Police provide the Board with quarterly reports identifying the Service's *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) compliance rates, and further, that the total number of overdue requests be divided into categories of 30, 60, or 90 days, or longer (Min. No. P284/04 refers).

Under the Act, compliance refers to the delivery of disclosure through the Freedom of Information process within 30 days of receipt of a request for information. The compliance rates for the period July 1, 2010 to September 30, 2010, divided into three categories as stipulated by the Board, are as follows:

Discussion:

Toronto Police Service
Compliance Rates
July 1, 2010 – September 30, 2010

30-Day	60-Day	90-Day or longer
71.3%	85.44%	88.81%
Requests to be completed during this time period: 1188	341	176
Requests completed: 847	Requests completed: 165	Requests completed: 39
Requests remaining: 341	Requests remaining: 176	Requests remaining: 137

A total of 1188 requests were required to be completed within 30 days. The running totals reflect, for the 30, 60, and 90 day (or longer) periods, the number of requests that were actually completed. The number of incomplete files is carried over as 'requests remaining.' All numbers shown are based on the number of files it was possible to be compliant with during this period.

A further breakdown of requests received July to September, 2010 is as follows:

Category	Total	Description
Individual/Public	970	- Personal
Business	267	- Witness contact information/memobook notes/911 calls/reports - Law firms & insurance companies; general reports
Association/Group	21	- mental health - legal - law enforcement to law enforcement agencies (Sec. 32 of MFIPPA)
Government	12	- Industrial accidents, reports, notes, photographs
Academic/Research	2	- university
Media	9	- G/20:videofootage;directives on crowd control and Public Works Protection Act (PWPA); correspondence, Field Information Reports (FIR), 911calls; transmission between members and the Integrated Security Unit (ISU) by radio - Energy efficiency of Toronto Police College

The above table reflects the numbers and types of requests received during the entire reporting period. The number of files required to be completed during the reporting period are not reflected.

A breakdown by month of the 30-day compliance rates for this quarterly period is as follows:

July	2010	64.88%
August	2010	73.45%
September	2010	74.11%

The Access and Privacy Section has been deeply impacted by the following factors:

- G/20 access requests (to date, 43 in total)
- G/20 Consultations (internal and external)

Conclusion:

In summary, this report provides the Board with the *Municipal Freedom of Information and Protection of Privacy Act* compliance rates for July, August and September 2010.

Deputy Chief Peter Sloly, Executive Command, will be in attendance to answer any questions that the Board members may have in relation to this report.

The Board received the foregoing report.

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TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P23. ANNUAL REPORT: *MUNICIPAL FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT* – 2010 STATISTICAL REPORT**

The Board was in receipt of the following report January 12, 2011 from William Blair, Chief of Police:

Subject: ANNUAL REPORT - 2010 STATISTICAL REPORT - MUNICIPAL
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Recommendations:

It is recommended that:

- (1) the Board receive the 2010 Annual Freedom of Information Statistical Report; and
- (2) the Board forward a copy of this report to the Ontario Information and Privacy Commission.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report.

Background/Purpose:

Historically, the Annual Statistical Report has been completed internally by the Access and Privacy Section (formerly the Freedom of Information Unit) and forwarded directly to the Information and Privacy Commission/Ontario (IPC).

At its September 23, 2004 meeting, (Min. No. P284/04 refers), the Board made the following motion:

“Effective immediately, the Chief of Police adopt the practice of submitting the Year-End Statistical Report for the Information and Privacy Commission to the Board each year and that the Board forward the report to the Commission.”

The Toronto Police Service is legislated to provide this report on an annual basis. The attached 2010 Year-End Statistical Report is anticipated by the Ontario Information and Privacy Commission on March 1, 2011.

This report reflects a review of the Toronto Police Service’s response to access to information requests including the manner to which records have been disclosed. The IPC’s report includes the public announcement of the Service’s overall compliance legislated under the Municipal

Freedom of Information and Protection of Privacy Act (the Act), including the exemptions applied as well as the nature to which access was granted or denied.

Discussion:

In 2010, the Access and Privacy Section (APS) received 4,430 requests for access to information as held by the Toronto Police Service. This number depicts an increase of 637 requests from the previous year (a 16.75% increase). Of the 4,430 requests, 4,324 requests were completed. The overall compliance rate for a response in 2010 is 77.1%. This compliance rate is a significant achievement as the Act mandates an institution to respond to a request for access to information within 30 calendar days.

In comparison, the compliance rate for the reporting year of 2009 was 77%. Maintaining this high compliance rate in 2010 is an especially notable accomplishment by the APS staff who overcame obstacles such as the deployment of Service members to the G20 Summit (including one third of the Section's staff were dedicated to three weeks of Summit detail). The Section's effectiveness was further weakened by the Co-ordinator having to exclusively handle all G20 related requests for quality control and consistency. Staffing shortages due to maternity leaves (two Analysts) further depleted the Section's resources.

Since 2003, the total number of requests has increased each year; this trend continued in 2010. A possible explanation for the continuing increase in requests received may in part be explained by an increase in public awareness on how to make a Freedom of Information request.

In the Annual Report, requests received are broken down into two categories based upon the type of request; these are Personal Information and General Records. Not surprising, both categories increased (Personal Information + 15.26%; General Records + 24.44%). The categories of Personal Information and General Records are further broken down by source of request e.g., Individual/Public, Businesses, and Media, etc. Individual/Public continues to be the vast majority of requests received with Businesses the second largest.

Further analysis was conducted to determine the impact of G20 on the increase of requests. G20 related requests account for less than 10% of the overall 637 additional requests received during 2010 (22 Personal Information requests; 41 General Records requests).

Dictated by the IPC's office, reporting on the disclosure of requests is broken down by information released in full, in part or not at all. Due to the nature of police records, the APS routinely discloses records, in part, in order to protect the privacy interests of third parties (removing personal identifiers from the records). Additionally, access to records in direct relation to matters currently under investigation and/or currently before the courts is denied in full. Therefore, as the disclosure of records through the Freedom of Information process is strictly governed by the Act, the application of Section 8 (Law Enforcement) and Section 14 (Personal Privacy) continue to be the most commonly used exemptions prohibiting access as reflected by the Annual Report.

Conclusion:

The 2010 Annual Statistical Report has been prepared in accordance with the guidelines stipulated by the Ontario Information and Privacy Commission.

Deputy Chief Peter Sloly, Executive Command, will be in attendance to answer any questions that the Board may have regarding this report.

The Board received the foregoing report and agreed to forward a copy to the Ontario Information and Privacy Commission.

SECTION 3: NUMBER OF REQUESTS RECEIVED AND COMPLETED

Enter the number of requests that fall into each category.

	Personal Information	General Records
3.1 New requests received during the reporting year	3641	789
3.2 TOTAL NUMBER OF REQUESTS COMPLETED for the reporting year	3567	757

SECTION 4: SOURCE OF REQUESTS

Enter the number of requests you completed from each source.

	Personal Information	General Records
4.1 Individual/Public	2918	85
4.2 Business	642	492
4.3 Academic/Researcher	0	3
4.4 Association/Group	6	96
4.5 Media	0	15
4.6 Government (All Levels)	0	2
4.7 Other	0	0
4.8 TOTAL REQUESTS (Add boxes 4.1 to 4.7 = box 4.8)	3567	757

Box 4.8 MUST BE EQUAL TO Box 3.2

SECTION 5: TIME TO COMPLETION

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category.

How many requests were completed in:

	Personal Information	General Records
5.1 30 days or less	2834	519
5.2 31-60 days	415	127
5.3 61-90 days	124	39
5.4 91 days or longer	194	72
5.5 TOTAL REQUESTS (Add boxes 5.1 to 5.4 = box 5.5)	3567	757

Box 5.5 MUST BE EQUAL TO Box 3.2

SECTION 6: COMPLIANCE WITH THE ACT

In the following charts, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under **each** of the four different situations:

- A. No notices issued;
- B. **BOTH** a Notice of Extension (s.20(1)) and a Notice to Affected Person (s.21(1)) issued;
- C. **ONLY** a Notice of Extension (s.20(1)) issued; or
- D. **ONLY** a Notice to Affected Person (s.21(1)) issued.

Please note that the four different situations are mutually exclusive and the number of requests completed in each situation should add up to the total number of requests completed in Section 3.2. (Add boxes 6.3+6.6+6.9+6.12 = box 6.13) and (box 6.13 **must equal** box 3.2)

A. No Notices Issued

	Personal Information	General Records		Personal Information	General Records
6.1	2829	509			
6.2	564	151			
6.3	3393	660	▶	3393	660

B. Both a Notice of Extension (s.20(1)) and a Notice to Affected Person (s.21(1)) Issued

	Personal Information	General Records		Personal Information	General Records
6.4	0	0			
6.5	0	0			
6.6	0	0	▶	0	0

C. Only a Notice of Extension (s.20(1)) Issued

	Personal Information	General Records
6.7	55	23
6.8		

of the time limit permitted under the Notice of Extension (s.20(1)).

6.9 TOTAL (Add boxes 6.7 + 6.8 = box 6.9)

35	17
90	40

Personal Information	General Records
90	40

D. Only a Notice to Affected Person (s.21(1)) Issued

6.10 Number of requests completed within the time limit permitted under the Notice to Affected Person (s.21(1)).

Personal Information	General Records
60	40
24	17
84	57

6.11 Number of requests completed in excess of the time limit permitted under the Notice to Affected Person (s.21(1)).

Personal Information	General Records
84	57

6.12 TOTAL (Add boxes 6.10 + 6.11 = box 6.12)

E. Total Completed Requests (sections A to D)

6.13 Overall Total (Add boxes 6.3 + 6.6. + 6.9 + 6.12 = box 6.13) and (box 6.13 must equal to box 3.2)

Personal Information	General Records
3567	757

Personal Information	General Records
3567	757

SECTION 6a: CONTRIBUTING FACTORS

Please outline any factors which may have contributed to your institution not meeting the statutory time limit.

If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

Please see attached.

SECTION 6a: CONTRIBUTING FACTORS

STAFFING:

During the months of January through to November of 2010, one member was on maternity leave. In September, another member began her maternity leave.

In June, three (3) members were assigned to assist with the G20 Summit preparations and during the G20 (for a total of 3 weeks).

Forty-seven (47) weeks of partial production is lost due to vacation leave.

G20 SUMMIT:

The preparation and arrival of the G20 brought additional burden to staff members as the entire Service was affected. Notwithstanding the challenge each Analyst faced in retrieving records and completing files; the Coordinator has been the sole member tasked with G20 related requests. This has strained her ability to perform the general duties of Coordinator and her availability to the staff.

REQUESTS:

With an over sixteen (16) percent increase of requests and no additional staff, the capability of maintaining a respectful compliance rate has been challenging.

SECTION 7: DISPOSITION OF REQUESTS

What course of action was taken with each of the requests completed? Please enter the number of requests into the appropriate category.

	Personal Information	General Records
7.1 All information disclosed	148	103
7.2 Disclosed in part	2595	448
7.3 Nothing disclosed	712	168
7.4 Request withdrawn or abandoned	112	38
7.5 TOTAL REQUESTS (Add boxes 7.1 to 7.4 = box 7.5)	3567	757

Box 7.5 MUST BE GREATER THAN OR EQUAL TO Box 3.2

SECTION 8: EXEMPTIONS & EXCLUSIONS APPLIED

For the **TOTAL REQUESTS WITH EXEMPTIONS/EXCLUSIONS/FRIVOLOUS OR VEXATIOUS REQUESTS**, how many times did your institution apply each of the following? (More than one exemption may be applied to each request.)

	Personal Information	General Records
8.1 Section 6 — Draft Bylaws, etc.	0	0
8.2 Section 7 — Advice or Recommendations	0	1
8.3 Section 8 — Law Enforcement*	1291	179
8.4 Section 8(3) — Refusal to Confirm or Deny	0	0
8.5 Section 9 — Relations with Governments	39	13
8.6 Section 10 — Third Party Information	0	0
8.7 Section 11 — Economic/Other Interests	0	0
8.8 Section 12 — Solicitor-Client Privilege	0	0
8.9 Section 13 — Danger to Safety or Health	0	0
8.10 Section 14 — Personal Privacy (Third Party)**	2733	418
8.11 Section 14(5) — Refusal to Confirm or Deny	21	12
8.12 Section 15 — Information Soon to be Published	0	0

- 8.13 Section 20.1 — Frivolous or Vexatious
- 8.14 Section 38 — Personal Information (Requester)
- 8.15 Section 52(2) — Act Does Not Apply
- 8.16 Section 52(3) — Labour Relations & Employment Related Records
- 8.17 Section 53 — Other Acts
- 8.18 **TOTAL EXEMPTIONS** (Add boxes 8.1 to 8.17 = box 8.18)

0	0
2638	64
0	0
14	1
4	0
6741	694

*not including Section 8(3)
 **not including Section 14(5)

SECTION 9: FEES

Did your institution collect fees related to requests?

- 9.1 Number of requests where fees other than application fees were collected (Box 9.1 Must be Less Than or Equal to Box 10.7)
- 9.2.1 Application fees collected
- 9.2.2 Additional fees collected
- 9.2.3 **TOTAL FEES** (Add boxes 9.2.1 + 9.2.2 = box 9.2.3)

Personal Information	General Records	Total
205	39	244
\$ 18203.00	\$ 3940.00	\$ 22143.00
\$ 2084.45	\$ 846.65	\$ 2931.10
\$ 20287.45	\$ 4786.65	\$ 25074.10

- 9.3 **TOTAL DOLLAR AMOUNT OF FEES WAIVED**

\$ 5380.70	\$ 908.95	\$ 6289.65
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SECTION 10: REASONS FOR ADDITIONAL FEE COLLECTION

Enter the **number of requests** for which your institution collected fees other than application fees that apply to each category.

- 10.1 Search time
- 10.2 Reproduction
- 10.3 Preparation
- 10.4 Shipping
- 10.5 Computer costs
- 10.6 Invoice costs (and others as permitted by regulation)

Personal Information	General Records	TOTAL
N/A		
N/A		
N/A		
N/A		

10.7 TOTAL (Add boxes 10.1 to 10.6 = box 10.7)

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Box 10.7 MUST BE GREATER THAN OR EQUAL TO Box 9.1

SECTION 11: CORRECTIONS AND STATEMENTS OF DISAGREEMENT

Did your institution receive any requests to correct personal information?

- 11.1 Number of correction requests received
- 11.2 Corrections carried forward from the previous year
- 11.3 Corrections carried over to next year
- 11.4 TOTAL CORRECTIONS COMPLETED [(box 11.1 + box 11.2) - box 11.3 = box 11.4]

Personal Information	
	3
	1
	0
	4

Box 11.4
MUST
EQUAL
Box 11.9

What course of action did your institution take regarding the requests to correct personal information that were received?

- 11.5 Correction(s) made in whole
- 11.6 Correction(s) made in part
- 11.7 Correction(s) refused
- 11.8 Correction(s) withdrawn by requester
- 11.9 TOTAL (Add boxes 11.5 to box 11.8 = box 11.9)

Personal Information	
	1
	1
	2
	0
	4

Box 11.9
MUST EQUAL
Box 11.4

In cases where corrections were denied, in part or in full, were any statements of disagreement attached to the affected personal information?

11.10 Number of statements of disagreement attached:

0

If your institution received any requests to correct personal information, the Act requires that you send any person(s) or body who had access to that information in the previous year notification of either the correction or the statement of disagreement. Enter the number of notifications sent, if applicable.

11.11 Number of notifications sent:

0

Thank you for your co-operation.

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TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P24. ANNUAL REPORT: PARKING ENFORCEMENT UNIT: 2010 TAG
ISSUANCE**

The Board was in receipt of the following report January 10, 2011 from William Blair, Chief of Police:

Subject: ANNUAL REPORT: 2010 PARKING ENFORCEMENT UNIT TAG
ISSUANCE

Recommendations:

It is recommended that:

- (1) the Board receive this report; and
- (2) the Board forward a copy of this report to the City of Toronto Executive Committee for its consideration.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report.

Background/Purpose:

This report provides information on the Parking Enforcement Unit achievements, activities and annual parking tag issuance during the year 2010 (Appendix A refers).

Discussion:

The Parking Enforcement Unit analyzes historical parking tag data on an annual basis in order to forecast anticipated parking tag issuance for Parking Enforcement Officers (PEOs), Municipal Law Enforcement Officers (MLEOs) and police officers. The City of Toronto requests this information for use during the annual budget process.

Annual Parking Tag Issuance

Based on historical trends, the total parking tag issuance for the year 2010 was forecasted to be 2,800,000 tags. Total parking tag issuance includes tags issued by PEOs, MLEOs, and police officers. The actual 2010 issuance is expected to be approximately 2,787,175 tags. The G20 Summit and on duty court attendance for parking tag trials has impacted the overall issuance. The final parking tag issuance numbers will be presented by the City of Toronto, Parking Tag Operations in its 2010 Year End Report, once all data is captured.

The following is a breakdown of the actual parking tag issuance estimates by group:

Group	Tags Issued
Parking Enforcement Unit	2,497,475
Municipal Law Enforcement Officers	278,789
Police Officers	10,911

Other Information

In addition to parking tag issuance, the Parking Enforcement Unit provided operational support to the Toronto Police Service in the following manner:

During the 2010 calendar year, members of the Unit were responsible for towing approximately 27,412 vehicles, including 503 that were without proper registration plates and 1,042 that were relocated due to snow removal operations, parades and special events. PEOs recovered 1,189 stolen vehicles, and out of this total, 865 can be directly attributed to Project Street Sweeper. The Unit also responded to 125,666 calls for service from members of the public. 784 Disabled Permits were retained for investigation of possible misuse. The Unit's Training Section provided certification training to 664 new MLEOs.

Conclusion:

The Parking Enforcement Unit continues to contribute positively to the achievement of the goals and priorities of the Toronto Police Service by:

- ensuring enforcement is fair and equitable to all;
- providing a visible uniform presence on the streets;
- ensuring positive outreach to the community through public awareness campaigns and education programs;
- ensuring interoperability with other TPS Units and City of Toronto departments.

In 2010, the total tag issuance projection was 2.8M tags. The final total for 2010 is estimated to be approximately 2,787,000 tags.

Deputy Chief A.J. (Tony) Warr, Specialized Operations Command, will be in attendance to answer any questions the Board may have concerning this report.

Superintendent Wes Ryan, Parking Enforcement Unit, was in attendance and responded to questions about this report.

The Board noted the important work that is performed by parking enforcement officers on a daily basis and asked whether or not there has been a change in the level of combativeness against parking enforcement officers by members of the public.

Supt. Ryan said that he believes the level of combativeness has decreased compared to previous years and he attributed the reduction to, among other things, the communication with the public after an assault on a parking enforcement officer has occurred, including, the news releases that are issued after a person has been charged with an offence against a parking enforcement officer.

The Board commended members of the Parking Enforcement Unit for their professionalism and expressed a hope that members of the public will continue to be more respectful towards parking enforcement officers.

The Board received the foregoing report and agreed to forward a copy to the City of Toronto – Executive Committee for information.

Parking Enforcement Unit	<u>YTD 2008</u>	<u>YTD 2009</u>	<u>YTD 2010</u>
Parking Tag Issuance - PEOs	2,593,279	2,493,035	2,497,475
Parking Tag Issuance – PEOs, MLEOs, PCs	2,880,113	2,783,163	2787175*
Processable Tag Rate PEOs	99.9%	99.9%	99.9%
Absenteeism (Short-term sick)	2.8%	3.4%	2.8%
Calls for service received	126,830	126,435	125,666
Stolen Vehicles Recovered (Total)	1,539	1,314	1,189
Stolen Autos Recovered - Street Sweeper	884	864	865
Stolen Autos Recovered - PEOs	655	450	324
Hours Spent on Stolen Vehicles Recovered	1,498	1,251	1,109
Stolen Plates Recovered	46	53	56
Hours Spent on Stolen Plates Recovered	37	47	47
Vehicles Scanned by Street Sweeper	na	2,969,165	2,785,481
Vehicles Towed	32,508	31,377	27,412
Assistance to TPS Units			
Unplated Vehicles Towed	820	762	503
Directed Patrol Requests from Other Police Units	na	58	24
Arrest Assists	54	41	31
Assaults	58	38	34
Language Interpretations	125	94	50
Hours Spent on Interpretations	259	196	112
Disabled Permits Retained	931	1,202	784
Disabled Permits Cautioned	180	199	112
H.T.A Charges (Disabled Permits)	583	630	362
Special Events	169	98	32
Hours Spent On Special Events	2,903	1,514	673
Vehicle Relocations	1,591	598	1,042

* Estimates, PC's and MLEO's issue manual tags and all issued tags have not yet been processed at the time of this report.

THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011

#P25. G8/G20 SUMMITS: FINAL COSTS AND EQUIPMENT RETAINED BY THE TORONTO POLICE SERVICE

The Board was in receipt of the following report January 21, 2011 from William Blair, Chief of Police:

Subject: G8/G20 SUMMITS – FINAL COST

Recommendations:

It is recommended that:

- (1) the Board receive this report for information; and
- (2) the Board forward a copy of this report to the City's Budget Committee and the City's Deputy City Manager/Chief Financial Officer, for information.

Financial Implications:

The final claim submitted to Public Safety Canada (PSC) by the Toronto Police Service (Service) for G8/G20 policing and security related costs is \$89.2M, which is \$55.2M (or 38.2%) below the net budget of \$144.4M approved by Public Safety Canada.

Net costs incurred by the Service account for \$76.2M of the \$89.2M claim. The remaining \$13M is for City security-related costs.

The Service also incurred a cost of \$2.3M to cover the cost of equipment, purchased for security-related activities for the Summits. This equipment has been retained by the Service at a 50% cost, in accordance with the Federal Government's Security Cost Framework Policy and the Service's agreement with PSC. There is no net cost to the Service for the equipment retained, as \$1.7M of the \$2.3M is being covered from the full reimbursement by PSC of the staffing cost of Service members assigned to the G8/G20 planning team. The remaining \$0.6M is being charged to various approved Service capital projects, and subsidizes (at 50%) the cost of equipment that was planned to be purchased for those capital projects (e.g. security cameras for the new 11 Division capital project), resulting in savings for those projects.

Background/Purpose:

This report provides information on the final costs of the security and policing operations administered by the Service, related to the G8/G20 Summits. A separate report will be submitted

to the Board's February 2011 meeting, summarizing G8/G20 equipment purchases that the Service is retaining.

Discussion:

The G8/G20 Summits that took place in June 2010 resulted in significant incremental costs for the provision of policing and security. These costs are eligible for full or partial reimbursement under the Federal Government's Security Cost Framework Policy (the Policy). The Policy is intended to contribute towards the incremental, extraordinary and justifiable policing and security-related costs of municipal partners. It identifies which items are funded at 100% (e.g., incremental staffing costs, services, specialized training, leased equipment and consumables) and which items are funded at 50% (e.g., purchased equipment and telecommunication infrastructure).

Based on the Service's responsibilities for the G8 and G20 Summits, and in accordance with the Federal Government's Policy on reimbursements, a budget was developed identifying the estimated incremental costs to the Service and the City. This budget covered planning, mobilization and demobilization costs to September 30, 2010. Requirements for the budget were determined based on the best available information regarding planning assumptions for the G8 and G20 Summits. Given the many unknowns at the time and the short time line to plan and prepare the budget, the estimate was based on a worst-case scenario. The budget estimate was reviewed in detail with PSC and the final approved budget formed part of a funding Agreement with the Federal Government.

In February 2010, City Council approved operating and capital budget increases for the Service and other departments involved in security for the event. The Service's operating budget was increased by \$122.154M gross and \$0 net, based on the G8/G20 budget estimate at that time. The Service's capital budget for the Major Incident Command Centre (MICC) project was increased by \$0.713M gross and \$0 net.

In August 2010, a Cost Contribution Agreement for the G8 Summit and an amendment to that Agreement for the G20 Summit, reflecting the potential cost recovery from PSC in accordance with the Policy, was finalized between the Toronto Police Services Board and the Minister of Public Safety. This Agreement allows for reimbursement of eligible expenditures of up to \$144.4 million (M) net (with a \$155.3M gross budget), and covers eligible security and policing-related costs to the Service, the City and outside police services providing assistance to the Service for the event.

Under the Agreement with PSC, two interim claims and a final claim were required to be submitted for reimbursement of eligible costs. All of the claims have been submitted to PSC, and are subject to audit by Audit Services Canada before payment is made. Payment for the first and second interim claims have been received (total amount of \$20.5M). The final claim, submitted on December 1, 2010, is still subject to audit and payment will follow after the audit process is complete.

The total expenditure being claimed is \$89.2M of which \$76.2M represents the portion directly associated with the Service. The remaining \$13.0M is attributable to costs incurred by City of Toronto departments (e.g., Toronto Fire, Emergency Medical Services, etc.), that were processed through the Service to PSC.

A summary of G8/G20 Summits spending against the approved budget, per the Agreement with Public Safety Canada is provided below in Table 1.

Table 1 - Total G8/G20 Policing and Security Incremental Costs			
Function	Budget Approved by Public Safety Canada	Actual Costs	Final Claim
Planning	\$8,208,500	\$7,105,562	\$7,105,562
Joint Intelligence Group	\$6,907,600	\$4,601,451	\$4,601,451
Mobilization	\$106,858,900	\$65,543,899	\$65,543,899
Major Incident Command Centre	\$1,329,600	\$1,274,400	\$1,274,400
50% Equipment Cost Share - TPS			(\$2,299,930)
Toronto Police Service Total	\$123,304,600	\$78,525,312	\$76,225,382
Emergency Medical Services	\$5,965,300	\$3,345,786	\$3,345,786
Toronto Fire Service	\$2,954,400	\$1,283,585	\$1,283,585
City Operating	\$0	\$2,028,722	\$2,028,722
City Capital - Telecommunications	\$15,000,000	\$13,693,100	\$13,693,100
50% Equipment Cost Share - City			(\$7,357,586)
City Total	\$23,919,700	\$20,351,193	\$12,993,607
Contingency	\$8,124,000	\$0	\$0
Total	\$155,348,300	\$98,876,505	\$89,218,989
Less: Cost Share Amount in Budget	(\$10,937,300)	\$0	\$0
Grand Total	\$144,411,000	\$98,876,505	\$89,218,989

A summary, by category, of G8/G20 Summits spending against the approved budget for Service-only expenditures is provided below in Table 2, followed by information on the nature of expenditures in each category.

Table 2 - Total G8/G20 TPS Policing and Security Incremental Costs		
Category	Budget Approved by Public Safety Canada	Final Claim
Salaries & Premium Pay (including outside Services)	\$82,654,800	\$47,672,502
Travel & Accommodation	\$9,380,500	\$5,934,525
Meals	\$3,476,100	\$3,873,599
Vehicle Expenses	\$3,241,900	\$1,407,953
Facilities	\$5,529,000	\$3,985,782
Information Technology, Telecom and Video	\$10,096,400	\$7,890,789
Supplies and Equipment	\$6,878,400	\$6,050,186
Training	\$297,900	\$42,228
Insurance	\$420,000	\$393,347
Major Incident Command Centre	\$1,329,600	\$1,274,400
Gross Expenditures		\$78,525,312
50% equipment cost share		(\$2,299,930)
Net Claim	\$123,304,600	\$76,225,382

Salaries & Premium Pay (including outside Services): Includes costs for salaries, benefits and premium pay. Eligible costs include base salaries and premium pay for the planning and Joint Intelligence Group teams for the time leading up to and during the event, as well as during demobilization. Eligible costs also include the incremental cost (primarily premium pay) for officers of the Service, for required training time before the event and for actual deployment. Costs in this category also include the incremental cost of officers from outside police services who were deployed during the event.

Travel and Accommodation: Includes the cost of travel for members from outside services, the cost of accommodation, where required, for officers during the days leading up to and throughout the event, and applicable per diems.

Meals: Includes the cost of food and beverages required for officers during the mobilization period of the event.

Vehicle Expenses: Includes the cost of acquiring and fuelling cars, buses and vans required for the event.

Facilities: Includes costs for rental of facilities for the prisoner processing centre, warehousing, staging and other Service requirements that could not be met through existing Service or City facilities. The cost of necessary retrofitting to the leased facilities is also included in this category.

Information Technology, Telecom and Video: The largest cost in this category is for the rental of radios for the large numbers of officers deployed for the event. Other costs include enhancement of the existing closed-circuit television (CCTV) network, as well as workstations and other support for planning and mobilization.

Supplies and Equipment: Includes specialized protective clothing and equipment for officers being deployed during the event, as well as various supplies and technical equipment.

Training: Includes the cost of outside training requirements for various specialized policing areas.

Insurance: Premium costs for insurance purchased for the event.

Major Incident Command Centre (MICC): Includes additional funding for the MICC to ensure it was ready for and met the needs of the Summit events.

50% Equipment Cost-Share: The Agreement with PSC included provision for the Service to retain any equipment useful to the Service, at a cost of 50%. The 50% cost borne by the Service for equipment retained amounts to \$2.3M.

Conclusion:

The G8/G20 Summits that occurred in June 2010 required significant expenditures for human resources, equipment and supplies, and enabled the Service to meet its mandate for a safe and secure Summit. Expenditures related to the G8/G20 Summits total \$98.9M gross and \$89.2M net, and cover the costs for the Service, City divisions and outside police services that assisted during the event.

Total Service expenditures are \$78.5M gross. After a reduction for equipment and supplies that are eligible for funding at 50% (cost of \$2.3M), the net claim to the Federal Government for the Service's costs is \$76.2M. This is \$47.1M (or 38.2%) lower than the approved budget for the Service of \$123.3M.

Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command will be in attendance to answer any questions from the Board.

The Board was in receipt of the following report January 21, 2011 from William Blair, Chief of Police:

Subject: G8/G20 SUMMITS –EQUIPMENT RETAINED

Recommendation:

It is recommended that the Board receive this report for information.

cont...d

Financial Implications:

The final expenditure claim submitted to Public Safety Canada, by the Toronto Police Service (Service), is \$89.2M. Included in the total expenditure claim are costs for equipment purchased for the G8/G20 Summits. Some of the equipment purchased is being retained by the Service and, as per the Federal Government's Security Cost Framework Policy and the funding agreement, any equipment purchased is reimbursed at 50% of the cost. The total cost of equipment retained by the Service is \$2.3M. However, there is no net cost to the Service for this equipment, as \$1.7M of the \$2.3M is being covered from the full reimbursement by PSC of the staffing cost of Service members assigned to the G8/G20 planning team. The remaining \$0.6M is being charged to various approved Service capital projects, and subsidizes (at 50%) the cost of equipment that was planned to be purchased for those capital projects (e.g. security cameras for the new 11 Division capital project), resulting in savings for those projects.

Background/Purpose:

This report provides a response to the following Board motions (Min. No. P161/10 refers):

“THAT the Chief of Police report to the Board on the process and criteria which were used to determine whether equipment required specifically for the G8/G20 Summits would be retained permanently by the Toronto Police Service (Service); and

THAT, as part of the 2011 operating and capital budget process, the Chief of Police provide the Board with a 5 year projection of the costs and savings related to equipment maintenance, training of members, equipment upgrading, and equipments replacement associated with the equipment acquired permanently or through leasing arrangement as part of the G8/G20 preparations.”

Discussion:

The Service acquired materials and equipment that were necessary to provide policing and security for the G8/G20 Summits. In accordance with the funding agreement with Public Safety Canada (PSC), any assets purchased and retained under the agreement would be eligible for reimbursement at 50% of the cost. The budget, forming part of the agreement, includes a cost share for the Service and the City in the amount of \$10,937,300, including the required radio infrastructure purchased in the City's capital accounts (50% cost share budgeted at \$7.5M).

In negotiating what would be cost-shared and what would be accepted for return to Public Safety Canada (PSC), it was the understanding of PSC that items that could be reintegrated into the Service would be retained by the Service at a 50% cost share. Those items purchased specifically for the Summit that would not be of use to Service and that would never otherwise have been purchased would be considered for return to the federal government.

Deciding which items to retain and which items to return to the federal government, was based on the provisions of the Security Cost Framework Policy and negotiations with PSC, and the needs of the Service. Priority was given to items that the Service planned to purchase in future through the operating and capital budgets (e.g., required cameras/workstations for the new 11 Division facility project), as well as items that would benefit the Service in service delivery at a reduced cost of 50 cents on the dollar. A review process was undertaken to determine which items met the above criteria. A justification for the retention of specific equipment was required, along with information on any future cost to maintain and replace the equipment. These requests were reviewed by the Command and approved items were identified in a list that was provided to PSC. The items to be returned to PSC have been physically inspected by PSC. Some items have been removed by PSC and arrangements are being made with PSC for removal of the remaining items in early 2011. The value of items being returned to PSC is approximately \$2.7M.

The following summarizes the items being retained by the Service at a cost of 50%. The total cost to retain these items is \$2.3M, with \$1.7M funded through the 2010 operating budget, and \$0.6M funded through the appropriate capital projects.

Video and Fibre Optic Equipment:

The Service purchased various video and control room equipment, closed-circuit television (CCTV) cameras and fibre optic cabling to provide support for G20 operations. The 50% cost to the Service to retain this equipment is \$703,000. A major component of this cost is \$513,000 for fibre optic cabling and related peripherals. Fibre optics are required to receive and transmit live analogue video back from CCTV cameras to various command posts and the Major Incident Command Centre (MICC). Also included in this cost is \$89,000 for 52 CCTV cameras. The Service purchased 71 CCTV cameras to meet the video needs for the G20 Summit, and is retaining 52 of the cameras.

The Service has utilized CCTV as an effective tool for crime and disorder management for a number of years. Cameras have been deployed to provide tactical operations support for various large-scale events ranging from parades, concerts, demonstrations and other events involving internationally protected persons or mass gatherings of people. Live video feeds from these events to command posts allows the Service to maintain order, direct resources, ensure orderly movement of vehicular and pedestrian traffic, and to lawfully apprehend persons. The 52 additional cameras retained from G20 purchases allows for the augmentation of the existing cameras to provide further support to the Entertainment District, Yonge Street and focussed neighbourhoods and contributes to the CCTV program objectives.

The Service is currently analyzing data and other information for the deployment of CCTV cameras in identified public space areas to supplement TAVIS-related initiatives. CCTV deployments will be conducted in accordance with privacy commission guidelines, and will include appropriate community consultation. The Service will continue to monitor the CCTV program for effectiveness.

The estimated annual cost for maintenance and support of this equipment is \$120,000, or \$600,000 over the next five years. Installation costs will be dependent on location, deployment and operational requirements, and will also be subject to availability of funds. The annual estimated cost has been factored into the Service's 2011 operating budget request. CCTV cameras should be replaced every three years, and this lifecycle replacement has been factored into the Vehicle and Equipment Reserve plan. The contribution to the Reserve would be approximately \$30,000 per year (or \$150,000 over the next five years). However, based on the relatively small dollar value of the contribution, this requirement can be accommodated within the existing plan without increasing overall contributions.

Major Incident Command Centre (MICC):

Purchases to make the Service's MICC operational for the G20 Summit included video production and electrical equipment, furnishings, computer hardware and software, telephones, radios and other items. The 50% cost to retain these items is \$389,000.

The Service had allocated funding for the establishment of a MICC in its approved capital program. The originally approved budget for this capital project was increased by the anticipated PSC contribution, which allowed the Service to ready the MICC in time for G20 Summit operations.

The equipment purchased for the MICC was factored into the capital budget for this project, and lifecycle replacements had been planned for in the Vehicle and Equipment Reserve.

Personal Clothing and Equipment:

Various clothing and equipment items purchased for use in the G20 have been retained for future use at a 50% cost of \$375,000. The most significant costs are for the outfitting of 100 additional public order officers at a cost to the Service of \$160,900. The addition of these Public Order officers has allowed the Service to increase the number of trained officers from 300 to 400. In drawing officers for public order callouts, the Public Safety Unit now has access to a greater number of officers, and more potential to deploy those officers on duty. As well, many of the additional officers reside in commands other than Divisional Policing Command, allowing for the Public Safety Unit to call on officers outside of Divisional Policing primary response units.

The Service has also retained 420 gas masks and 370 carry bags out of the 5,200 gas masks and bags purchased for use during the G20 Summit. The 50% cost to the Service for the masks and bags is \$80,500. These masks are being retained for use by the Service's Public Safety Unit.

A small portion of the clothing and equipment purchased will result in savings in uniform clothing and equipment replacement costs. Other items are in addition to standard issue, and the decision to replace these items in future will be based on continued need and affordability. Accordingly, any operating impacts will be included in future operating budgets if the decision is made to replace these items.

Security System and Interview and Booking Related Equipment:

Items purchased to establish a prisoner processing centre for the G20 Summit included security system components, cameras, digital recorders and LCD monitors. These items have been retained by the Service at a cost of \$166,000. These items will be of use to the Service in the new facilities (11 Division, 14 Division and the Property and Evidence Management Unit) that are currently under construction. The retention of this equipment will allow the Service to obtain planned purchases for these facility projects at a reduced cost. The savings from these purchases have been reflected in the capital budgets of the respective facilities, and will help offset any other cost pressures within the projects, if necessary.

Workstations, Other IT Equipment:

The Service is retaining a portion of the workstations, laptops, printers, scanners and related equipment that were purchased for G20 Summit operations. The cost to retain these items is \$152,000. This equipment would have been purchased for new facility projects or as part of the Services life-cycle replacement program, but have been acquired at 50% cost due to the G20 Federal cost-sharing arrangement. Only equipment that can be integrated into the Service's replacement plan has been retained. The Service is retaining 123 workstations and laptops out of the 212 that were purchased for the G20, and 22 of 49 printers. 53 of the workstations and 15 of the printers retained from the G20 Summit will be used in the new 11 Division facility, resulting in savings for the computer hardware purchases that were planned in that project.

Surveillance Equipment:

Surveillance equipment for intelligence activities procured for the G20 Summit has been retained at the 50% cost of \$136,500. Any additional maintenance costs for this equipment would be minimal, and absorbed in the 2011 operating budget. Decisions regarding replacement of this equipment will be made after assessing the effectiveness of the equipment, based on use in the next couple of years.

Vehicle Related Equipment:

Purchases of vehicle-related equipment such as roof bars, consoles and emergency lights made for the G20 Summit have been retained by the Service at a 50% cost of \$87,000. The federal cost-share arrangement has allowed the Service to realize some savings for the replacement of this equipment, and these savings have been factored into the Vehicle and Equipment Replacement plan.

Long Range Acoustical Devices (LRAD):

The Service has retained four LRADs at a 50% cost of \$30,300. Two of the LRADs would be used by the Public Safety Unit, one by the Marine Unit, and one will be provided to Toronto Fire Services for its use. The portable LRADs retained by the Public Safety Unit are also available for use by the Emergency Task Force and have been used since the G20 event in tactical situations. The LRAD systems are a benefit not only in communicating to the public but also as

a means of communicating with emergency personnel when existing communication systems fail or are overwhelmed. It is anticipated that these tools will be useful at large gatherings or demonstrations, in search of missing persons, when executing critical search warrants and in heavy urban search and rescue (HUSAR) environments (e.g., building collapse).

Following the G20 Summit, a member of the Service's Public Safety Unit has been working with the Ministry of Community Safety and Correctional Services to address any safety concerns with the systems. The Public Safety Unit has also engaged with scientists at the National Research Council to determine models that might assist in the safe usage and deployment of the LRAD systems. These steps will help the Service move forward with the use of these tools in a safe and effective manner.

Benefits of the LRADs will be assessed based on usage and a decision to replace these devices would be made after assessing the benefits. The replacement of these units is not anticipated within the next five years.

Other Equipment and Supplies:

In addition to the above-noted equipment, the Service retained various other equipment and supplies purchased for the G20 Summit at a 50% cost of \$262,000 (e.g., ammunition and firearms, saws and hammers, scales, evidence bags, etc.). Some supply items will result in small savings in the operating budget, as inventories from G20 purchases can be used before more supply is purchased.

Conclusion:

The total value of equipment and supplies retained by the Service from the G20 Summit operation is \$4.6M. The Service's 50% cost share for retained equipment and supplies is \$2.3M; the other \$2.3M has been claimed from PSC. The value of items being returned to PSC is approximately \$2.7M.

With the exception of the fibre optic cabling and CCTV cameras, most of the items retained by the Service would have otherwise been purchased at 100% through the operating or capital budgets and any ongoing or replacement costs would have already been taken into account. The purchase of the fibre optic cabling and CCTV cameras enables the Service to expand its CCTV program at half the cost. The decision to replace some of the items will be evaluated in future, based on the effectiveness of the program.

The total cost of \$2.3M for the retained items for the Service will be funded through the 2010 operating (\$1.7M) and capital (\$0.6M) budgets. The Service is able to absorb the 2010 operating budget expense due to the full cost recovery of the salaries, from PSC, of staff assigned to the G8/G20 Summits planning team. The 2010 capital expense can be accommodated as the equipment retained from the G20 Summit replaces planned purchases for the respective capital projects, and actually results in a savings for the projects.

Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command will be in attendance to answer any questions from the Board.

The following persons were in attendance and delivered deputations to the Board:

- **Mr. Peter Rosenthal**
- **Ms. Helen Armstrong ***
- **Mr. Graeme Norton, Canadian Civil Liberties Association ***

*** written submission also provided; copy on file in the Board office.**

The Board was also in receipt of written submissions from the following:

- **Mr. John Liss; and**
- **Mr. John Sewell, Toronto Police Accountability Coalition.**

Copies of the foregoing written submissions are on file in the Board office.

In response to some of the concerns raised by the deputants about the use of long range acoustic devices (“LRADs”), Chief Blair said that there was a single deployment of an LRAD during the G20 Summit and that it occurred at Queen’s Park. Chief Blair also said that, in June 2010, prior to the G20 Summit in Toronto, Justice Brown of the Superior Court of Ontario released a decision that placed certain limitations on the use of LRADs and set out regulations regarding training in the use of LRADs. Chief Blair advised the Board that the deployment of the LRAD at Queen’s Park took place in accordance with the limitations set out in the Court decision.

The Board was advised that the LRAD had not yet been defined by the Ministry of Community Safety and Correctional Services as equipment or a weapon and that the Ministry continues to examine the use of LRADs in Ontario. Chair Mukherjee noted that the Chief of Police has the authority to acquire equipment for the police service.

In response to some of the concerns about the closed-circuit television (“CCTV”) cameras that have been retained, Chief Blair said that, prior to the G20 Summit, he advised the Board that 70 CCTV cameras would be required to meet the video needs for the G20 Summit and that, following the G20 Summit, the Service could purchase some of the cameras on a 50/50 cost-sharing basis with the Federal Government in accordance with the governance framework between the Board and Public Safety Canada.

Mr. Tony Veneziano, Chief Administrative Officer, advised the Board that all operating and maintenance costs related to the equipment that has been retained under the governance framework have been included in the Service’s 2011 operating or capital budgets. Mr. Veneziano further advised that, based on provisions contained in the governance framework, all arrangements related to the retention of equipment are subject to an audit by Public Safety Canada.

The following Motions were presented to the Board:

1. THAT the Board receive the deputations and the written submissions; and
2. THAT copies of Justice Brown's decision regarding the use of LRADs and the Framework Agreement between the Board and Public Safety Canada related to the G20 Summit be provided to Board members.

A request for a recorded vote on the foregoing Motions was submitted in accordance with section 22 of the Board's Procedural by-Law.

The voting was recorded as follows:

<u>For</u>	<u>Opposed</u>
Chair Alok Mukherjee Vice Chair Michael Thompson Ms. Judi Cohen Councillor Chin Lee Dr. Dhun Noria Councillor Frances Nunziata	nil

The Motions were approved.

The following Motion was also presented to the Board:

3. THAT the Board receive the foregoing reports from Chief Blair and forward copies to the City's Budget Committee and the City's Deputy City Manager & Chief Financial Officer for information.

A request for a recorded vote on the foregoing Motion was submitted in accordance with section 22 of the Board's Procedural by-Law.

The voting was recorded as follows:

<u>For</u>	<u>Opposed</u>
Chair Alok Mukherjee Vice Chair Michael Thompson Councillor Chin Lee Dr. Dhun Noria Councillor Frances Nunziata	Ms. Judi Cohen

The Motion was approved.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

#P26. POLICE TOWING AND POUND SERVICES CONTRACTS

The Board was in receipt of the following report January 14, 2011 from William Blair, Chief of Police:

Subject: REQUEST TO AMEND THE CURRENT POLICE TOWING AND POUND SERVICES CONTRACTS

Recommendations:

It is recommended that the Board:

- (1) Approve extending the existing towing and pound services contracts for a period of one year, from May 31, 2011 up to and including May 31, 2012; and
- (2) The Chief of Police report back to the Board by no later than its meeting to be held in October 2011, on the changes, if any, that should be made to the next request for quotation (RFQ) and Agreement for provision of towing and pound services to the Service.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report.

Background/Purpose:

At its meeting of May 20, 2010 the Board received a deputation from Mr. John Long, President, Downtown Group Towing and Storage (Min. No. P158/2010 refers).

Mr. Long advised the Board that he was awarded the contract to provide police towing and pound services in District No. 5 in November of 2008. Mr. Long compared the number of tow trucks and the amount of pound space that he is required to have based on the terms of the contract, to the actual number of tows that have taken place in District No. 5 since the awarding of the contract to his firm.

Mr. Long also provided the Board with Toronto Police Service (TPS) statistics which indicate that between 1996 and 2009 inclusive, there was a decrease of nearly 60% in the number of tows in District No. 5. In light of the decrease in the number of vehicles towed, Mr. Long recommended that the number of tow trucks and the amount of pound space indicated in his current contract with the Board be reduced.

At the conclusion of this deputation, the Board approved the following Motion:

THAT the Board receive Mr. Long's deputation and written submission and refer them to the Chief of Police for review with the request that he report back to the Board following the review.

At its meeting of August 26, 2010 the Board was in receipt of a status update from the Chief relating to the previous motion. Mr. Long was in attendance at this meeting and gave another deputation (Min. No. P219/2010 refers).

At the conclusion of this deputation and subsequent questions on the subject, the Board approved the following Motions:

1. *THAT the Board receive the foregoing report and request Chief Blair to submit the final report earlier than December, if possible; and*
2. *THAT the Board receive Mr. Long's deputation and written submission.*

Discussion:

At its meeting of August 11, 2005 the Board received a report prepared by the City Legal Division (Min. No. P255/05 refers). This report was very thorough in its examination of the relationship surrounding the establishment of the requirements and the quotation process for the towing contract.

The report highlighted that, as in many contracted business arrangements, the interests of the parties are not necessarily the same. The Board's towing contracts must attempt to balance the needs of the Service, which requires prompt and efficient towing and pound service on a 24 hour a day, 7 days a week basis with those of the members of the public, who expect this service to be provided at a reasonable price, and the operator who expects financially viable terms and conditions.

The result of attempting to ensure this balance has been a careful and thoughtful review of the terms and conditions at the outset of each bidding process by members of the TPS with the assistance of the legal, auditing and purchasing divisions of the City of Toronto. Some of these terms and conditions are:

- Sufficient number of tow vehicles either owned or leased by the operator, available to provide towing services 24 hours a day, 7 days a week within the awarded district. The minimum number of trucks currently required ranges from 15 in smaller districts to 35 in the larger tow zone districts;
- A fully fenced and secure pound area to adequately handle daily and extended storage volumes. The property must contain a permanent structure within the secure area to accommodate a customer service area and an area for a police administrative office. Currently, the maximum pound size required is 105,000 square feet.

- The operator has to own or lease a tow vehicle capable of towing heavy vehicles on a 24 hours a day, 7 days a week basis. The purchase price for a heavy tow vehicle currently ranges from \$350,000 to \$500,000; and
- The operator has to maintain staffing for the customer service reception area on a 24 hours a day, 7 days a week basis.

These minimum standards have been developed to ensure that towing operators provide acceptable levels of service to meet the needs of the Service and the community over the years. The ability to meet these standards requires that the potential operator make a considerable capital investment and has generally led to bids being tendered only by companies that are financially secure enough to do so.

At its meeting of January 20, 1994, the Board, in an effort to attract additional bidders for the RFQ, approved a recommendation (Min. No. P4/94 refers) to reduce by two-thirds the required land, tow vehicles, security equipment and other equipment required to be in the possession of the bidder on the date of the closing of bids. This reduction was made in an effort to attract additional bidders for the RFQ process and to assist smaller operators by not having to make the significant financial investment required to meet the requirements of the towing contract until they had been awarded the contract. These reductions were made for the bid process only and the successful applicant would be required to show compliance with all requirements upon awarding of the contract.

With respect to the reduction of operational requirements and standards of the contract, the Board has received and accepted previous reports indicating that any such changes might affect the quality of service delivery to the TPS and the community. With the potential for negative operational impacts, the Board has accepted Service recommendations seeking to avoid the reduction of these operational requirements.

It is acknowledged that Mr. Long's concern with respect to a decrease in the number of vehicles towed by the Toronto Police Service reflects the actual situation. A review by Traffic Services (TSV) and Parking Enforcement (PEN) had been commenced prior to receipt of Mr. Long's letters and depositions. Other tow operators have also noted and commented on the historical and significant downward trend of number of vehicles towed from the annual by-law towing peak of 58,564 vehicles in 2000.

The review conducted by PEN identified that this trend has also been observed to some extent in parking ticket issuance. An observable increase in parking compliance has been noted since approximately 2004, likely due in part to increased fine amounts, which has likely contributed to a decline in the numbers of vehicles towed for parking by-law infractions.

In addition, bicycle lanes have been added to many rush hour routes and are designated "No Stopping Anytime" zones. Experience has shown that motorists are less likely to stop in these zones during rush hour if stopping is prohibited at all times through the day, thereby affecting the impound of vehicles.

Mr. Long has been made aware of these observations and advised regarding the expectations of the Service with respect to service delivery.

The relief suggested by Mr. Long is a reduction in the number of tow trucks required to be operated by Downtown Towing, as the contract operator in District No. 6, from 20 standard trucks to 14 (a decrease of 30%) and a reduction in the pound requirement from 90,000 square feet to 50,000 square feet (a reduction of 45%).

It is recommended that the Board not accept this request to reduce requirements from the operator during the current contract term. These terms are specifically stated in the current contract and there are significant legal implications to any changes made during the term including a need to amend towing contracts, a requirement to offer similar advantages to other operators and a concern about bidders on the original RFQ complaining about a mid-term change in the requirements which might have assisted them with their bids. The Board must also consider the possibility of an operational impact to the Service as a result of making any changes to the current contract requirements.

On December 1 2010, legislative changes occurred through further enactments of sections of Bill 126, the *Ontario Road Safety Act 2009*. These amendments require that motor vehicles operated by persons under suspension for other than medical reasons or unpaid fines being impounded for seven days at the owner's expense. During the period of December 1st to 31st, 2010 over 280 vehicles were impounded for seven days or more to the various TPS contract pounds as a direct result of this legislation.

In addition, a second legislative change will become effective July 1, 2011 when the Province of Ontario changes the Vehicle Impoundment Program (VIP). These changes will result in a motor vehicle being impounded for a minimum of 45 days at the owner's expense. It is difficult to forecast the impact of these legislative changes on the Service, the community and the towing contractors in Toronto. It is, however, safe to assume that they will provide alternate, if not additional, revenue streams to the operators of the contract pounds.

Another significant change that will affect towing and storage of vehicles in the downtown core of Toronto specifically, is the closing of the pound at 10 York Street. The property at this location is loaned to the TPS under an arrangement with the City for the purposes of operating a towing pound for the downtown core, rush-hour route, tow-away program. This pound is currently being operated during this contract term by A Towing Service Ltd at its expense. The City has advised the TPS that it requires the operator to vacate the premises, effective May 31, 2011. The Service is currently working with City staff to attempt to identify an alternative pound site in close proximity to the downtown core that would minimize the impacts to service delivery of rush hour route enforcement and to members of the public that must retrieve their vehicles.

The contracts for towing and pound services provided by the six operators to the Board are due to expire May 31, 2011. The Board does have the option to extend the contracts for a period of up to one year at its sole discretion.

The changes described above will likely have a significant effect on the towing, impounding and storage of vehicles under the direction of TPS members in the future. Contract pound operators and tow truck drivers will be required to operate efficiently and effectively to ensure that these additional demands and efforts are met in a timely fashion.

The Service does recognize and accept some of the observations made by members of the towing industry that indicate certain criteria, requirements and language in the current contract and RFQ document need to be thoroughly reviewed, rationalized and, potentially, changed. Closer examination of these issues, the impacts of the pending legislative changes, coupled with the findings of PEN's review and projections of service delivery in the near term are required. The outcome of this effort would be to clarify how these matters would affect a future RFQ and future towing agreements.

This review will be consultative in nature and involve current contractors, professionals in the industry, staff in the City Legal Division and Municipal Licensing and Standards and other police services to try to ensure that an RFQ is appropriately detailed and reflects the current state of towing in Toronto.

If the extension is not granted and the Board intends to move to a new contract immediately, the Service could begin the process of providing the Board with a report and a recommendation to approve the issuance of the existing RFQ document with a modification to the price cap and amount of cost recovery. Given the time constraints, this RFQ document and the requirements contained therein would not be considerably different than the one previously issued and, therefore, would not adequately address the issues and concerns identified above.

Background for Extension Request

At its meeting of January 22, 2008 the Board approved the issuance of an RFQ for the police towing and pound services contracts (Min. No. P4/08 refers). As a result of that approval an RFQ was issued which closed on March 12, 2008. At its meeting of April 17, 2008 in response to the above mentioned RFQ, the Board awarded police towing contracts (Min. No. P98/08 refers).

The current police towing and pound services contracts are in effect until May 31, 2011. The contracts contain a condition whereby they may be extended for a period of one full year at the sole discretion of the Board. Should the Board choose to exercise this option and extend the contracts, all contractual terms and conditions, including the fees charged for towing, storage, administration, or other allowable expenses, remain unchanged. No financial expenses will be incurred by the Service as a result of this extension.

In October of 2010, personnel from TSV conducted audits of each of the current contract holders. Audits are conducted on a quarterly basis, and involve an on-site inspection of each facility. The audits have not uncovered any contractual violations that would raise concerns regarding the extension of any of the existing towing and pound services contracts.

Conclusion:

To meet its commitment of ensuring the safe and orderly movement of traffic across the City, while addressing and regulating private and public parking concerns, the TPS requires the services of contracted tow operators.

In addition to ensuring that these towing services performed are adequate and meet its needs, the Service is committed to ensuring that the towing and pound process and services are fair and equitable for members of the public and the towing firms. The Service recognizes that to meet these commitments the towing and pound services contract criteria, requirements and the bidding process itself must be fair and equitable.

Therefore, I am recommending that the Board approve an extension of the existing towing and pound services contracts for a period of one year. During this time the Service will undertake a thorough review of the towing contract process and report back to the Board.

Deputy Chief A.J. (Tony) Warr, Specialized Operations Command, will be in attendance to answer any questions the Board may have.

Mr. Chris Korwin-Kuczynski was in attendance and delivered a deputation to the Board on behalf of Downtown Group Towing and Storage. Mr. Korwin-Kuczynski also provided a written submission in support of his deputation; copy on file in the Board office.

Following the deputation, Superintendent Earl Witty, Traffic Services, and Superintendent Wes Ryan, Parking Enforcement Unit, responded to questions by the Board about the tagging and towing process.

Chief Blair said that the recommendations made by Mr. Korwin-Kuczynski had merit and reiterated the need for additional time in order to thoroughly consider all of the issues. Chief Blair also said that any proposed amendments, as a result of the concerns raised by Downtown Group Towing and Storage, would be reported to the Board in October 2011.

The Board approved the following Motions:

- 1. THAT the Board receive the deputation by Mr. Korwin-Kuczynski and refer his written submission to the Chief for review and that he provide a response to the concerns raised by Downtown Group Towing & Storage in his October 2011 report; and**
- 2. THAT the Board approve the foregoing report from the Chief.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P27. NEW RECORDS MANAGEMENT SYSTEM – AWARD OF
CONTRACTOR FOR PRODUCT AND SERVICES**

The Board was in receipt of the following report January 14, 2011 from William Blair, Chief of Police:

Subject: NEW RECORDS MANAGEMENT SYSTEM – AWARD OF CONTRACT FOR
PRODUCT AND SERVICES

Recommendations:

It is recommended that:

- (1) the Board approve the contract for the supply and delivery of software, maintenance, and professional services in relation to the acquisition and implementation of a new records management system to Versaterm Inc. at a cost not to exceed \$10.5 million (inclusive of applicable taxes) in accordance with the Statement of Work and terms and conditions which are acceptable to the Service; and
- (2) the Board authorize the Chair to execute all required agreements and related documents on behalf of the Board, subject to approval as to form by the City Solicitor.

Financial Implications:

Funding in the amount of \$24.4M (adjusted for HST) for the implementation of a new Records Management System (RMS) is included in the Toronto Police Service's approved Capital Program.

The portion of the project's capital funding of \$24.4M that is attributable to Versaterm Inc. is not expected to exceed \$10.5M, and funds for this purpose are available in the approved capital budget for this project. Should a requirement arise that would result in an increase to the \$10.5M, the Board will be advised in accordance with the requirements of the Board's Financial Control By-law.

The acquisition and implementation of a new RMS for the Service was approved by the Board at its meeting on September 18, 2008 (Min. No. P273/08 refers), and subsequently by the City Council as part of the City's 2009-2013 capital program. In the capital program Board report, the Service indicated that the annualized operating budget impacts from the implementation of the new RMS were estimated at \$5.1M, and assumed a requirement for an additional 50 records management clerical staff and 5 information technology staff to support the new system. It was expected that the additional clerical staff would relieve some of the administrative pressures currently on front line police officers and allow the officers to spend more time responding to calls and less time completing reports. At its meeting on September 24, 2009 (Min. No.

P264/09), and subsequently at its meeting on September 23, 2010 (Min. No. P259/10), the Service advised the Board that the Service was reviewing the additional staffing requirements for the new RMS in an effort to reduce the operating impact from the implementation and operation of the new system. The Board was advised that the additional staffing estimates were developed when the project was first identified for inclusion in the capital program, and as a result, the estimates were very preliminary. At that time, the vendor for the new system was not yet known and business process mapping and analysis was ongoing.

Since the initial staffing estimates were identified, extensive business process mapping has been completed in an effort to identify areas where efficiencies can be gained that will minimize the need for additional personnel. As the RMS project moves forward, redeployment opportunities will also be explored as existing manual processes are automated and repetitive data entry requirements are streamlined, allowing the reassignment of personnel to job functions under the new RMS work flow configuration.

As reported to the Board in September 2010, the Service is still not in a position to make a more definitive determination on the actual number of additional positions that will be required. The Board will be kept apprised of anticipated operating impacts post RMS implementation as these figures are more clearly defined.

All costs relating to the Integrated Records and Information System (IRIS) capital program are being captured to ensure that operating impacts are monitored on an ongoing basis and remain within the original business case projections.

Background/Purpose:

The current records management system, known as the Enterprise Case and Occurrence Processing System (eCOPS), was implemented in 2003 and is the primary application used by the Service as a repository for operational and investigative information. At its May 20, 2010 meeting, the Board approved Versaterm Inc. as the vendor for the supply of a commercial-off-the-shelf (COTS) RMS solution that will replace the existing eCOPS application (Min. No. 144/10 refers).

The Versaterm software product (commercially known as Versadex) will integrate the functionality available through numerous silo applications, including the Criminal Information Processing System (CIPS), Field Information Reports (FIR), the Repository for Integrated Criminalistic Imaging (RICI), Unified Search, and the Property and Evidence Management System (PEMS).

In May 2010 (Min. No. P144/10 refers), the Board approved the following motions:

1. THAT, subject to the completion of a Statement of Work that is acceptable to the Service, the Board approve Versaterm Inc. as the vendor for the supply and delivery of software, maintenance, and professional services in relation to the acquisition and implementation of a new records management system at an estimated cost of \$10.5 million (inclusive of applicable taxes);

2. THAT the Board authorize the Service to engage in a Statement of Work process with Versaterm Inc.;
3. THAT the Chief of Police submit a further report to the Board setting out the terms and conditions of the proposed agreement with Versaterm Inc. for its approval; and
4. THAT the Board receive the foregoing report (dated April 28, 2010) from the Chief of Police.

The purpose of this report is to respond to the Board's request, specifically identifying the results of the Statement of Work process with Versaterm and the key terms and conditions of the proposed Agreement with Versaterm.

Discussion:

1. The Agreement

The negotiations with Versaterm are in their final stages and advanced draft documents exist for all parts of the Agreement. Although there will likely be some modifications to the final form of the Agreement, the structure and fundamental content is clear.

There will be a Master Agreement addressing the overarching terms and conditions for the provision of Versaterm's services, as well as a series of Schedules that deal with specific aspects of the arrangements and the provision of services in more detail.

Representatives from the IRIS project team, in consultation with the Service's Purchasing Support Services and the City Legal Division, have been actively involved in the preparation of the Master Agreement and the supporting documentation. The key aspects of these documents are as follows:

(i) Master Agreement

The Master Agreement sets out the general principles governing the contractual relationship between the Board and Versaterm.

Key provisions of the Master Agreement are:

- Definitions of the standard of care and skill to be used by Versaterm in performing the services,
- Identification of the responsibility of Versaterm for its personnel and subcontractors, if any,
- Establishment of both parties' confidentiality and security obligations,
- Identification of Versaterm's insurance requirements,
- Establishment of the high level structure for payments and invoicing,

- Identification of the right to use of the software source code in specified circumstances,
- Requirements for acceptance testing of the system,
- Change control process to ensure documentation of any changes to the scope of the project,
- Establishment of a process to resolve disputes, including escalation of disputed matters from the project managers to the executive level,
- Establishment of warranties on the standards of services and the meeting of the Service's requirements,
- Provisions of indemnity obligations for Versaterm for harm to the Service in carrying out the project (subject to limitations of liability) and violation of a third party's intellectual property rights,
- Identifying termination rights in the event of breach of the Agreement, and
- Establishment of a right for the Service to audit Versaterm's records associated with the project.

(ii) The Schedules to the Master Agreement

The Master Agreement with Versaterm includes the following Schedules, which form part of the Agreement but deal with its various aspects in a more detailed way than the Master Agreement:

- Price List and Payment Schedule

In consideration of Versaterm installing and supplying the system and services in accordance with the terms and conditions of the Master Agreement, Versaterm will be compensated at specific project milestones for parts of the total Agreement price.

- Vendor's Statement of Work

A Statement of Work has been developed with Versaterm to define the scope of work, vendor resource requirements, functional, operational, and technical business requirements, equipment needs and associated costs. As reported to the Board in May 2010, the vendor has completed the Statement of Work at no additional cost to the Service (Min. No. P144/10 refers).

The Statement of Work outlines the roles and responsibilities of all parties during and post implementation of the Versadex solution. The Statement of Work also addresses implications of the RMS installation, including software and hardware acquisition, RMS integration testing, production system installation, RMS functional acceptance testing, training course outlines, production rollout plan, and RMS response and reliability testing.

- Project Implementation Schedule

This Schedule sets out a detailed timetable for the entire project to guide the timing and completion of the project.

- Interface Control Document

This document identifies all required and potential interfaces that will be developed in order to ensure that the Versaterm software will effectively interact with relevant existing Service systems and databases.

- Customization and Enhancements Control Document

This Schedule identifies the requirements for customization and enhancement of the standard Versaterm software to address the additional specific needs of the Service.

- Conversion Control Document

This document identifies the requirements of the Service with respect to the conversion of existing Service records into records under the new RMS. Given the significance of the RMS, this is an important part of the Agreement to ensure continuity in records management.

- Change Control Log

This Schedule establishes a form for recording all changes in the project that are commonly required in a project of this magnitude. Given the scope of the project, modification of the project by agreement between the parties is important, and maintaining an accurate record of such changes is the purpose for the log.

- Acceptance Testing

The Schedule sets out the parameters for acceptance testing of the system at various stages of the project and upon completion. The acceptance tests are the basis for the Service's acceptance of the system and making milestone payments. Therefore, the test plan is designed to ensure that no aspect of the system is accepted without thorough testing to ensure that it performs in accordance with the Service's requirements.

- Training

The type and range of training that Versaterm will provide as part of the services are described under this section of the Agreement. Given that the new RMS will necessitate training for members of the Service in order for the system to work effectively, the training component is an important part of the overall services.

- Application Software Licence Agreement

This Schedule contains the form of the Application Software Licence Agreement. This is the agreement between Versaterm and the Board for the perpetual licence to use Versaterm's proprietary software programs and manuals.

- Application Software Support Agreement

This Schedule contains the form of the Application Software Support Agreement. This Agreement identifies the maintenance and support services that will be provided by Versaterm, including assistance with data manipulation, periodic reviews of all products to identify and resolve issues on a preventive basis, responding to outstanding inquiries and usage issues and, in a timely manner, providing all product updates and upgrades.

Following execution of the Master Agreement with Versaterm, the Versaterm suite of products, along with ancillary hardware and third party software, will be configured, tested, and implemented Service-wide.

2. The Project Management Framework

The Service's project management framework is being used to manage the new RMS project. It consists of the following:

- Project Charter

The Project Charter provides a high level framework and roadmap for the remaining phases of the project and will serve as a term of reference for ongoing project management. The document addresses areas such as project objectives, measurements of success, overall approach and timelines, deliverable descriptions, resources and governance, and project procedures.

The scope of the deliverables addressed in the Project Charter includes:

- Requirements Management Plan
 - Functional and Technical Requirements Documents
 - Configuration Design Document (including workflow, access control, audit component)
 - Conversion/Archiving/Decommissioning Strategy (legacy systems and data)
 - Quality Assurance/Testing Strategy
 - Business and Technology Target Operating Models
 - Organizational and Business Change Management Strategy (marketing and communications)
 - Policy and Procedure Change Management Plan
 - Training and Support Strategy
 - Implementation and Deployment Strategy
 - Business Intelligence Strategy
- Project Phases

The major activities and estimated timelines for the Versadex implementation are outlined below. It is important to note that these dates are preliminary and could be affected by various contingent events and dependencies and therefore could change. The Board will be apprised accordingly.

i. Design and Planning – Quarter (Q) 3 - 2010 to Q1 - 2011

During the design and planning phase, the target operating model will be developed with input from key stakeholders and subject matter experts across the Service. The technical infrastructure and system integration topology required to support the business architecture will be examined, along with the Versadex and third party application configurations to achieve the Service's vision of an integrated RMS solution. Procurement of hardware and third party software will be initiated.

ii. Configuration and Information Technology Build - 2011

This phase will encompass the configuration and testing of Versadex and third party applications to determine optimal configuration, the building of system interfaces and conversion capabilities to migrate specified data to Versadex, and the configuration and building of operational and analytical reporting capabilities. User roles and access rights will be configured in accordance with information security requirements.

iii. Testing, Pilot Staff Training, and Pilot Rollout - Q1- 2011 to Q3 - 2012

This phase of the project will involve system performance testing with production volumes; functional and work flow testing to ensure acceptance by stakeholders and end users; system, operability, and integration testing with respect to interfaces; infrastructure, failover, and security aspects of the implementation; and model office testing of the system in its final configured form. At this time, final defect or configuration corrections will be made.

Training will begin in this phase, followed by a production pilot rollout to a predetermined division and designated centralized units targeted for early 2012.

iv. Staged Divisional Implementation - Q3 - 2012 to Q2 - 2013

Staged Service-wide production rollout will continue following the pilot phase and will be coordinated in a manner that aims to minimize disruptions to business activities, while ensuring that training delivery and rollout timing are closely aligned.

v. Production Stabilization - Q2 to Q4 - 2013

The production stabilization period will follow the Service-wide application rollout and will continue through 2013 to ensure the stable and efficient operation of the system, maximum benefits realization, and overall stakeholder and end user acceptance.

vi. Decommissioning, Transition to Sustainment Team, and Project Closeout - Q4 - 2013

Decommissioning of existing applications and the transition to the Sustainment Team will take place in 2013, followed by project closeout targeted for completion Q4, 2013.

- Project Governance and Controls

- i. Executive Command Project Sponsor

The Deputy Chief – Divisional Policing Command as Command Sponsor will champion the project on behalf of the Service and has ultimate accountability for approving the Project Charter, project plan and deliverables. The Command Sponsor will review major changes in project scope, objectives, and timelines, and will ensure a timely resolution to escalated issues and risks.

- ii. IRIS Project Steering Committee

An executive Steering Committee was established in April 2009 as the formal governing body for the IRIS capital project. Issues that may potentially impact project scope, schedule, and budget will be addressed and approved at the Steering Committee level.

- iii. Project Sponsor

The Project Sponsor (Staff Superintendent as delegated by the Executive Sponsor) is accountable for the project's financial resource allocation, for reviewing and directing the Project Charter, project plan and deliverables, for monitoring project progress, and for escalating issues and risks, if warranted.

- iv. Executive Management Team

The Service's Executive Management Team will serve as the Design Authority for the IRIS Project. In this role, the Executive Management Team will review and approve the business architecture as it relates to defining the target operating models. This group will participate in scope management to support integrated solutions consistent with the project objectives and strategic organizational goals.

- v. Business Project Manager

The Business Project Manager is responsible for the delivery of the project, and for managing all aspects of the project work to achieve organizational goals. The Business Project Manager also manages operational resource requirements, relations with internal stakeholders, and the financial components of the project. Issues will be escalated by the Business Project Manager, as appropriate.

- vi. IRIS Advisory Board

An Advisory Board comprised of stakeholders from across the Service continues to meet on a monthly basis to discuss the project status, seek clarification from the IRIS project management team, and provide a forum for members to identify issues of concern and opportunities for improvements within their designated units or Command areas.

vii. IRIS Sustainment Committee

The Advisory Board is a precursor to the establishment of a Sustainment Team that will assume responsibility for the maintenance, development, and enhancement of corporate level information systems, including Versadex, post implementation.

viii. Project Manager

A dedicated project manager has been retained by the Toronto Police Service to oversee the IRIS capital project through to target completion Q4, 2013 (Min. No. P145/10 refers). The IRIS Project Manager will liaise with the IRIS project management team, the Service's Project Management Office, and internal stakeholders to successfully administer and govern the execution of the project plan, coordinate and oversee the development of all contracted interfaces and enhancements, and resolve obstacles that may impede the progression of the project. The IRIS Project Manager will prepare project status reports, and will ensure that a project artefact library is maintained.

A Risk Management Log will be maintained to ensure that all identified issues are appropriately logged, assessed, prioritized, assigned, tracked, and resolved in a timely manner. Checkpoints will be built into the project schedule to ensure that project scope, timelines, and cost projections are validated at designated milestone target points.

Any changes that affect scope, cost, or key milestone dates identified throughout the course of the project will be documented using a change request form and will be tracked in accordance with the Change Control Procedure, which is outlined in the Project Charter.

Versaterm will also provide project management and technical expertise, and will support the Service through the configuration, testing, implementation, and post-cutover phases of the project to ensure that identified business requirements and deliverables outlined in the Statement of Work are achieved.

The Versaterm Project Manager will assist the IRIS Business and Delivery Project Managers in managing and resolving technology related issues, risks, and change requests in accordance with the project timelines. Versaterm will provide onsite training to designated personnel in preparation for production rollout.

ix. Information Technology Services – Project Management Office

Project status continues to be reviewed on a monthly basis by the Information Technology Steering Committee.

In addition, there is ongoing liaison with representatives from the Service's Project Management Office who provide oversight with respect to roles and responsibilities, contract and change order management, project schedule maintenance, scope and deliverables, identification of risks to be managed, the budget/cost monitoring process, and to ensure that project management best practices are adhered to (Min. No. P35/07 refers).

Conclusion:

The IRIS project will achieve significant improvements Service-wide in terms of records and information management, silo reduction, and interoperability through the implementation of the Versadex suite of products to be supplied by Versaterm, and the associated process changes that accompany such a large scale system migration.

The execution of the Master Agreement with Versaterm will initiate the transition towards the future generation records and information management system that will enhance police service delivery and support the strategic goals of the Service.

Deputy Chief Derry, Divisional Policing Command, and Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command, will be in attendance to answer any questions that the Board may have.

The Board agreed to defer consideration of the foregoing matter to its next meeting and also agreed to include the report on both the public and in-camera agendas.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P28. NEW 11 DIVISION FACILITY – PURCHASE ORDER AMENDMENT
FOR CONSTRUCTION MANAGEMENT SERVICES**

The Board was in receipt of the following report January 20, 2011 from William Blair, Chief of Police:

Subject: NEW 11 DIVISION FACILITY - PURCHASE ORDER AMENDMENT FOR
CONSTRUCTION MANAGEMENT SERVICES

Recommendation:

It is recommended that the Board approve an amendment of \$610,000 (including taxes) to the current purchase order (No. 6027422) with Eastern Construction Company Limited for construction management services, resulting in a revised purchase order amount of \$2,844,446 (including taxes).

Financial Implications:

The purchase order amendment for construction management services is due to additional site costs from unknown/unforeseen site conditions, additional scope from the retention of part of the existing building on the site, and the resulting schedule impacts from these items.

The revised cost for construction management services is \$0.34M higher than the \$2.5M budgeted for this item, and \$0.61M greater than the estimated amount (\$2.23M) approved by the Board for these services.

There are no financial implications resulting from the increased cost for construction management services, as the additional funds required for these services will be absorbed within the overall project budget which is projected to be under budget by approximately \$0.6M, at this time.

Background/Purpose:

The purpose of this report is to obtain Board approval for the amendment of the construction management services purchase order issued to Eastern Construction Company Limited (Eastern) for the new 11 Division facility. The reasons for the amendment are outlined in this report.

Discussion:

The new 11 Division facility project is in the Service's approved capital program and substantial completion is expected in May 2011. The project budget includes the cost of construction management services to essentially manage the construction of the project, and construction services to cover the cost of the various sub-trades required to construct the facility.

Construction Management Services:

At its meeting on February 12, 2009, the Board approved Eastern to provide construction management services for the project at an estimated cost of \$2,234,446 (including taxes). The estimated cost was comprised of a fixed management fee of \$315,000 and estimated disbursements of \$1,919,446 (Min. No. P43/09 refers).

Disbursement costs include items required for the preparation of the site for construction, as well as to ensure the site operates effectively, efficiently and safely during construction. Disbursement costs include: site labour; trailer rental; hydro; washroom facilities; signage; security; telephone; winter heating; roadways; equipment rentals, etc. All disbursement claims from Eastern are supported by detailed invoices, and are reviewed and approved by the Service's project manager. The Service reimburses Eastern for actual disbursement costs, plus a 5% administrative fee as per the agreement.

Reasons for Required Amendment:

The original award to Eastern for construction management services was based on preliminary information using historical building size data, design briefs, and experience from comparable Service construction projects that have been recently completed. It is important to note that at the time of the original contract award to Eastern, very little information was available as to the "heritage" requirements (i.e. selective demolition and coordination efforts) for the project.

At its meeting on June 24, 2008, City Council in dealing with a heritage issue surrounding the existing building on the new 11 Division site, adopted a motion that an Advisory Working Group be established to "work closely with the Architect of record for the project, including heritage architects, as required, and the Toronto Police Service on the design of the building at 2054 Davenport Road, and the preservation of important building features, where possible".

The design of the facility proceeded in accordance with Council direction, was completed and presented to the July 2009 meeting of the Board, and included the retention of the existing heritage building façade along Davenport Road (Min. No. P194/09 refers). This therefore changed the scope of the construction management services required. The additional costs related to site management services for the retention of the heritage component and increased building size, total approximately \$475,000.

In addition to the "heritage" requirement impact, several unforeseen issues have occurred on the project that have resulted in additional expenses and schedule impact. Most notably, an underground well was uncovered in the southern-most portion of the existing facility, which required remediation to stabilize the existing building footings and structure. Further, the discovery of unsuitable soil and underground obstructions added to time and costs that were not anticipated. The impact of the unknown underground well and poor soil conditions have impacted the project schedule by eight weeks and added approximately \$135,000 to the cost of site management services. While efforts were made to mitigate the schedule impact as much as

possible, the work required to remediate the well and stabilize the existing structure was extensive.

The above items result in an additional cost of \$610,000 for construction management services, and an amendment to the estimated amount approved by the Board in February 2009 and the purchase order issued to Eastern, is therefore required.

Conclusion:

The new 11 Division facility project is included in the Service's approved capital program at a total budget of \$29.9M (including HST adjustments). Included in this total budget amount is \$2.5M for the provision of construction management services for the project. As a result of unknown heritage requirements at the time of the award of the contract to Eastern and unforeseen site condition issues, additional site disbursements costs have and will be incurred by Eastern. An amendment of \$610,000 to the estimated cost of construction management services approved by the Board is therefore required, and increases the cost commitment for these services to \$2,844,446 (including taxes).

The Service is currently projecting the new 11 Division facility project to come in under budget, and sufficient funds are available in the overall project budget to cover the requested amendment.

All other costs, and in particular the construction services component of the project, are currently on budget. As the project nears completion the various cost items will continue to be closely monitored, and any further amendments will be reported to the Board for approval in accordance with the requirements of the financial control bylaw.

Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command will be in attendance to answer any questions from the Board.

In response to an inquiry about whether or not the Request for Proposal included provision for the heritage requirement, Mr. Tony Veneziano, Chief Administrative Officer, said that some information about the impact of the heritage requirement was known but no specific details were available at that time.

The Board approved the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P29. RECEIPT OF CORPORATE DONATIONS – \$2500 FROM MICROSOFT
AND \$2500 FROM INFUSION FOR THE 2010 EMERGENCY
MANAGEMENT SYMPOSIUM**

The Board was in receipt of the following report November 26, 2010 from William Blair, Chief of Police:

Subject: CORPORATE DONATIONS – FUNDS FROM MICROSOFT and INFUSION
IN SUPPORT OF THE 2010 EMERGENCY MANAGEMENT
SYMPOSIUM – “THE ROAD TO RESILIENCY”

Recommendation:

It is recommended that the Board accept a cash donation in the amount of \$2,500 from Microsoft and \$2,500.00 from Infusion in support of the 2010 Toronto Police Service Emergency Management Symposium which was held on November 17 and 18, 2010.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

The Toronto Police Service (TPS) recognizes the importance of emergency preparedness to the organization, other emergency service providers and our network of external stakeholder agencies. The goal of the TPS emergency preparedness strategy is to provide the framework within which extraordinary arrangements and measures can be undertaken to facilitate the recovery from all emergencies and disasters that may affect the City of Toronto.

The focus of our Enhanced Emergency Preparedness Initiative is for members of the TPS to work in partnership with our immediate partners from Fire and Medical Services (EMS), along with broader external agencies including Toronto Transportation, Toronto Water and Toronto Public Health, in collaboration with Provincial and Federal agencies to provide a coordinated and effective emergency preparedness capability to any level of emergency in Toronto.

Discussion:

As part of our ongoing commitment to emergency preparedness, the TPS in conjunction with many of the partner agencies mentioned previously hosted its 3rd annual Emergency Management Symposium – “Working Together, the Road to Resiliency”. This 2-day symposium took place on November 17 and 18, 2010 at The Old Mill Inn and featured plenary

and break-out sessions dealing with many issues directly related to planning for and recovering from an emergency situation of significant proportion.

The symposium attracted 200 attendees which included professionals, experts and community leaders committed to enhancing their practical knowledge of emergency preparedness.

Our Corporate partners recognize the importance of this type of training and planning for emergency service personnel and provided financial assistance in support of the symposium. These funds were used to support the financial responsibilities incurred during the symposium, including training materials, fees for guest speakers and/or presenters.

Appended to this report is a complete outline of the 2 day symposium.

TPS Procedure 18-08 “Donations” requires that the Board approve corporate donations that exceed \$1,500. Section 1.32 of the Standards of Conduct entitled “Donations and Solicitation of Donations” requires that the Board approve corporate donations that exceed \$1,500. The acceptance of these donations will not compromise the integrity, objectivity or impartiality of the Service. The acceptance of these donations is consistent with the criteria outlined in TPS Procedure 18-08.

Conclusion:

The TPS is widely recognized as being a leader in the areas of community policing and emergency preparedness. By drawing upon the knowledge, expertise and practical experiences of the guest speakers featured at this symposium, the TPS and our partner agencies continued to find new and innovative methods to mobilize our available resources in the most meaningful and effective manner possible.

The objectives of this symposium are consistent with the community mobilization strategy employed by the TPS and the overall goals, objectives and priorities of the Toronto Police Service.

Deputy Chief A.J. (Tony) Warr, Specialized Operations Command will be in attendance to answer any questions that the Board may have regarding this report.

The Board approved the foregoing report and requested that Chair Mukherjee and Chief Blair conduct a review of Board’s Policy and the TPS Procedure on donations and solicitations.

Working Together - the Road to Resiliency
**EMERGENCY MANAGEMENT
 SYMPOSIUM 2010**



November 17-18, 2010
 The Old Mill Inn & Spa • Toronto, Ontario



Schedule at a Glance

Day 1 – *Wednesday, November 17*

Time	What	Where	
8:00 am	Registration	Brule A & B	All
8:00 am	Welcome Refreshments	Brule A & B	All
9:00 am	Opening Ceremonies	Brule A & B	All
9:30 am	Plenary Session #1	Brule A & B	Toronto Police Service G8-G20 Planning Team
10:45 am	Refreshments & Networking	Breakout Rooms	All
11:15 am	Breakout Sessions #1	Guild Hall Westminster Balmoral	1A – Private Sector G20 Planning 1B – Ottawa's Journey in Implementing IMS – Change Management not Training 1C – Building Resilient Communities, Promoting Community Resilience in Response to Disaster
12:30 pm	Lunch	Brule A & B	All
1:30 pm	Plenary Session #2	Brule A & B	When Disaster Strikes, GlobalMedic Responds
2:45 pm	Refreshments & Networking	Breakout Rooms	All
3:15 pm	Breakout Sessions #2	Guild Hall Westminster Balmoral	2A – A Social Media Panel 2B – Organizational Resiliency 2C – Haiti - Resiliency and Recovery - A Salvation Army Responder Perspective
4:30 pm	Cocktail Reception & Networking	Brule A & B & C	
5:00 pm	Dinner Event	Brule A & B & C	
7:00 pm	End of Day 1		

Day 2 – *Thursday, November 18*

Time	What	Where	
8:00 am	Networking	Brule A & B	All
9:00 am	Tie-Back Session	Brule A & B	All
9:30 am	Plenary Session #3	Brule A & B	The Metropolitan Police Service Approach to Corporate Resiliency
10:45 am	Refreshments & Networking	Breakout Rooms	All
11:15 am	Breakout Sessions #3	Guild Hall Westminster Balmoral	3A – G20 Planning, Operations and Recovery: Office of Emergency Management, City of Toronto 3B – Public Private Partnerships 3C – Vulnerable Populations
12:30 pm	Lunch	Brule A & B	All – Toronto, Then and Now
2:00 pm	Plenary Session #4	Brule A & B & C	Volunteer Experience and Importance of Volunteer Management
3:15 pm	Final Comments – Symposium Concludes	Brule A & B & C	All

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P30. RESPONSE TO TORONTO CITY COUNCIL – TORONTO POLICE
SERVICE – DOWNLOADED POLICING COSTS BY THE FEDERAL
GOVERNMENT**

The Board was in receipt of the following report November 30, 2010 from William Blair, Chief of Police:

Subject: RESPONSE TO CITY COUNCIL REGARDING: TORONTO POLICE
SERVICE – DOWNLOADED POLICING COSTS BY THE FEDERAL
GOVERNMENT

Recommendations:

It is recommended that:

- (1) the Board receive this report; and
- (2) the Board forward a copy of this report to the City's Executive Committee for information

Financial Implications:

There are no financial implications relating to the recommendations contained within this report.

Background/Purpose:

The purpose of this report is to respond to City Council's motion, approved at its special meeting of April 14, 2010:

75.1 City Council request the Toronto Police Services Board, with assistance from the Chief Financial Officer and Deputy City Manager, report back to the Executive Committee on August 16, 2010, with an updated report on downloaded policing costs by the federal government.

This report is in response to the above motion.

Since 2004, the Toronto Police Service (TPS) has long studied the issue of cost-recovery and views it as a critical component in the analysis of funding for police services in the following areas:

- intelligence and national security;
- coast guard responsibilities;
- consulate protection; and
- drug money seizures.

As the Chief states in his letter, this response requires an in-depth review of the policing services that are attributed to federal policing activities and the associated costs.

Discussion:

This report outlines the responsibilities of the TPS in providing policing services in the areas of intelligence, national security/emergency planning, coast guard responsibilities, consulate protection, drug money seizures, organized crime, and court security, and identifies, where possible, which of those costs incurred can be attributed to federal and provincial issues.

Additionally, this report details the ongoing funding and “in kind” support that the TPS receives from both provincial and federal sources, in support of various policing initiatives, including, but not limited to, intelligence/national security, coast guard responsibilities, consulate protection, drug money seizures, organized crime and court security.

Intelligence/National Security

The population of the Greater Toronto Area (GTA) exceeds 5.5 million people (Statistics Canada, 2006 census). Toronto is the centre of government for the Province of Ontario (the Province). The Toronto Stock Exchange, all the major banks, and countless financial firms and institutions are headquartered or represented within Toronto. As well, the head offices of numerous multinational and American based corporations are situated within the City. Toronto is considered the economic engine and financial capital of Canada and its relationship to Canada equates to New York City’s relationship to the United States, relative to both commerce and industry.

Any attack on terrorism or its related criminal enterprises must begin with proactive “front-end” investigative work and intelligence gathering. It is critical that we have sufficient resources to proactively monitor, detect, investigate and disrupt terrorist activities, and related criminal acts which affect the safety and security of our citizens.

The TPS is not the sole agency responsible for proactive investigations and intelligence gathering within the City. In fact, the TPS has partnered with other municipal services and agencies in response to issues whereby national security is at risk, in an effort to enhance its intelligence gathering capabilities, as well as its response within these areas.

The TPS Intelligence Services unit has staff who conduct terrorism investigations and who manage and investigate any information that comes to the attention of the TPS that is considered a security threat in the City. They work in conjunction with other agencies at the municipal, provincial and federal levels, to exchange and act on information.

It is impossible to quantify the specific costs incurred by the TPS for policing services dealing with “Intelligence and National Security” for the purposes of cost recovery because the role of Intelligence Services, and of the various intelligence gathering/sharing processes within the Service, are intertwined with the day-to-day policing of Toronto. The nature and scope of intelligence-related duties encompass a wide range of criminal, organized crime and national security issues in a single multifaceted investigation.

Although the TPS has not received any direct federal or provincial funding for gathering intelligence or conducting investigations on terrorist based activity, the TPS receives indirect and in-kind support from both the Federal government and Provincial government, in support of policing activities within the areas of Intelligence, National Security and Emergency Planning.

The Federal government funds the entire cost of the Criminal Intelligence Service of Canada (CISC), which is responsible for managing the criminal intelligence operation in Canada. They also pay the cost of managing the Automated Criminal Intelligence Information System (ACIIS), a computer system that stores and shares intelligence information on a national basis. The TPS has access to the system and is a major contributor of intelligence information.

Following the 2001 terrorist attacks in New York and in the Washington area, the Royal Canadian Mounted Police (RCMP) built an operations centre in Toronto to serve the needs of the Province of Ontario. The operations centre has positions for all of the police agencies in the GTA, including the TPS. In the event of a serious incident, whether a terrorist attack, a natural disaster or any other major incident, the Service has officers trained in the use of the operations centre who would respond. The RCMP has never asked for any funding from the TPS to support the construction of this facility, which is located within our city limits, and has been constructed, in part, to support our policing operations in the event of a major incident.

The TPS has three members assigned full-time to the RCMP-led Integrated National Security Enforcement Team (INSET) office, which is also located in Toronto. INSET consists of members of the RCMP, Canada Border Services Agency (Customs and Immigration), Canadian Security Intelligence Service (CSIS) as well as members from various provincial and municipal police services. The TPS members ensure that any national security information that flows to or from the Service is acted upon. The RCMP fully funds two of these secondments, along with the associated costs. In the case of the third position, the Service receives grant funding of \$90,000.

While the Federal government does not provide funding directly to the TPS, it does pay the entire cost of the National Police Service, which is managed by the RCMP. The National Police Service supplies the TPS with access to the Canadian Police Information Centre (CPIC) at no cost other than the hardware necessary to access it from our patrol vehicles and offices. We have been a partner in CPIC since the 1970's and are consulted regularly when the RCMP plans to make changes to the system. The Federal government also manages the International Criminal Police Organization (INTERPOL) system and assists us, at no charge, when making queries outside of Canada.

The Federal government also runs the Canadian Police College, which is located in Ottawa. They provide training to both uniform and civilian members of the TPS at minimal cost.

The Provincial government pays for the purchase and upkeep of a computer system called PowerCase. This system, which was developed in the aftermath of the Bernardo case, allows the Service to connect with every other police agency in Ontario, and thereby supports major investigations within the TPS.

Emergency Planning

Ensuring that the TPS is able to adequately respond to, plan and prepare for, mitigate and facilitate recovery from any emergency or disaster that may impact Toronto, is a core business issue. The safety of the citizens of Toronto, through emergency planning, is a municipal responsibility, regardless of whether the potential threat and/or cause of an incident may also be of provincial or federal interest. As the TPS has an obligation to provide emergency response and by extension planning for that eventuality, it is not reasonable to expect that the Federal or Provincial governments would provide funding beyond what they already give in the form of grants.

The Joint Chemical, Biological, Radiological and Nuclear (CBRN) Team is a City funded project, staffed by members from all three emergency services - the TPS, the Toronto Fire Services (TFS), and the Toronto Emergency Medical Service (EMS). All equipment is owned by the City of Toronto and is administered by the Office of Emergency Management, City Works and Emergency Services. Equipment has been purchased for the policing component of the team to support Forensic Identification Services (FIS) and the Emergency Task Force (ETF). The primary objective of the team is to create a specialized, unified response by all three emergency services to identify, intervene, and mitigate the consequences of a CBRN incident. A secondary objective is to provide training to all Service members on CBRN response and CBRN awareness training to the general public with the goal of improving both officer and public safety. The TPS component of the Joint CBRN Team currently has one full time and thirty part time members, fourteen of which are members of Forensic Identification Services (FIS), and seventeen of which are ETF Explosives Technicians. All team members have received extensive training.

The Heavy Urban Search and Rescue (HUSAR) initiative is a TFS-led enhanced emergency management initiative. The HUSAR team provides response capability to the structural collapse of buildings, searching for survivors, stabilizing buildings to prevent further collapse and plays an important role in planning the response to such disasters within Toronto. The HUSAR budget is administered by the TFS and the City of Toronto's Office of Emergency Management. The TPS currently has two Public Safety Unit members who have received HUSAR training and who could function as search/incident managers during this type of incident.

Specialized equipment is an absolute requirement if our officers are to respond to emergencies safely and effectively. The TPS has submitted several Joint Emergency Preparedness Program (JEPP) grant applications for funding in support of emergency management initiatives. JEPP is a joint federal/provincial program that provides partial funding (up to 45%) for projects that enhance the national emergency response capability.

In 2005, the construction of the TPS Police Command Centre, located at 703 Don Mills Road, was completed. This project was supported by JEPP, which contributed a total of \$30,000 to the construction of the facility. JEPP also contributed \$40,000 for the TPS Emergency Logistics Equipment truck, which is used by the Service's Public Safety Unit in major emergencies or events. JEPP has also committed \$16,000 to fund the Telephone Autodialer System for emergency response.

In support of HUSAR the Federal government, through the TFS, provided \$35,000 in funding for 2001/2002, and \$50,000 in funding for 2005/2006. This funding allowed for the purchase and training of eight general search dogs, two cadaver dogs, and training for their handlers.

Coast Guard Responsibilities

The Toronto Harbour Police Force was established in 1912. It was a paid police agency that was jointly funded by the Dominion Government, the City and the Harbour Commission. The Toronto Harbour Police carried out traditional coast guard duties in the Toronto area. Consequently, when the TPS integrated the Toronto Harbour Police into its operation in 1982, all previous Toronto Harbour Police responsibilities were assumed by the TPS Marine Unit, including those that are typically regarded as coast guard type functions.

The TPS Marine Unit is responsible for:

- Responding to calls for service and providing law enforcement on the water, the Toronto Islands, including the Toronto City Centre Airport, and medical transport of sick or injured persons from the islands to the mainland.
- Providing a patrol, search and rescue capability (SAR) on Lake Ontario from the shoreline to the international border, an area of some 460 square miles. It also provides SAR service for all of the river systems in the City, such as the Don River and the Humber River.

The TPS Marine Unit's coast guard duties include:

- Supervision of boat launches;
- Inspections of boats for legislated safety equipment;
- Public education on boating safety; and
- Search and rescue operations in co-ordination with Canadian Forces Base Trenton.

City of Toronto Legal Services has been consulted on a number of occasions since the 1980's regarding the responsibility of the TPS in policing Lake Ontario. City Legal has consistently provided the opinion that policing the 460 square mile portion of Lake Ontario is the responsibility of the City of Toronto.

In July of 2004, Canada, through its acceptance of the *Maritime Security Regulations of the Maritime Transportation Security*, adopted the *International Ships and Port Facility Security Code* (ISPS code). The ISPS code requires airport-style security for port facilities. Compliance with this Code will require the Toronto Police Marine Unit to increase its resources, both in terms of the types and quantity of vessels maintained, and the number of personnel on staff. The Federal government has committed to funding 75% of the changes required to ensure compliance with this legislation.

In 2002, the Marine Unit received \$110,000 from the Federal government NIF (New Initiative Fund), specifically from the Search and Rescue Secretariat. This funding supported the purchase

of dive and river rescue equipment. In January of 2006, the Marine Unit received confirmation that the Search and Rescue Secretariat has committed \$550,000 to the TPS Marine Unit in support of the purchase of search and rescue equipment and training.

In addition, the TPS currently has three officers assigned to the Marine Security Enforcement Response Team (MSERT). These positions are fully funded by the RCMP.

The 2010 operating budget for the TPS Marine Unit is \$6.5 million. However, the provision of coast guard related services is so intertwined with the day to day policing operations of the TPS Marine Unit that it is not possible to quantify the cost of such activities.

Consulate Protection

While embassies usually exist in Ottawa, major urban centres, such as Toronto, house consulates. Some consulates, such as the United States consulate, attract considerable attention from the public. However, the vast majority of the 101 consulates and foreign government trade offices in the City generate little, if any, attention from the public. Most consulates, in fact, operate within a law office or private home, and provide service on a part-time basis to the citizens of the country they represent.

In 1963, Canada committed as part of the Vienna Convention, to “take all appropriate steps to protect the consular premises against any intrusion or damage and to prevent any disturbance of the peace of the consular post or impairment of its dignity (Article 31.2).”

While the RCMP has the primary responsibility of ensuring the security of internationally protected persons from threats of murder, assault, kidnapping and hostage-taking, the Federal and Provincial Solicitor Generals have agreed, through a Memorandum of Understanding (MOU) established in 1986, that this primary responsibility can be specifically given to local authorities.

In 1993, the TPS entered into an MOU with the RCMP and the Ontario Provincial Police (OPP) to ensure an orderly and cooperative atmosphere under which federal, provincial, and municipal services respond to a possible threat to the security of Canada and/or an internationally protected person.

This MOU outlined that the Service will exercise “lead responsibility” whenever an emergency arises to which the Service is the first to respond. In non-emergency situations, the Service’s Chief of Police shall designate a senior officer who shall form a management team with the RCMP and determine the responsibilities under which each police agency shall act. It should be noted that while the Service responds to calls for service at these locations, just as it would any commercial premise situated within the city, members follow the appropriate protocol as established through the MOU.

Therefore, the responsibility for providing policing services to and protecting consulates within Toronto, by virtue of agreements with the provincial and federal levels of government, is a municipal responsibility and thereby lies with the Service. As demonstrations and protests

generally take place on City of Toronto property, they are, by virtue of their location, the responsibility of the Service.

It should further be noted that on a day to day basis, the TPS does not provide a higher level of policing services to these consulates. The Service does not guard or provide static security at these sites, and no resources are specifically dedicated to providing protection or responding to incidents at these sites. Consequently, the TPS is unable to quantify, for the purposes of cost recovery, what portion of their day to day responsibilities is in fact in relation to the “protection” of consulates. While the TPS receives no funding from the Federal government in support of this responsibility, the RCMP does provide protection to these consulates and other locations through the use of confidential protective services, which includes a mobile patrol and response component.

Drug Money Seizures

The federal legislation that allows for the seizure of proceeds of crime has been in effect since 1989. In 1993, federal legislation created the Seized Property Management Directorate (SPMD). If the seized goods are to be used as evidence, the police agency constrains the goods. However, if the assets are derived from the proceeds of crime, legislation requires that the proceeds seized be turned over to the SPMD, which maintains the property until the court case is concluded.

Once the case is concluded with a successful prosecution in court, the monies realized from the asset sale are shared between the various levels of government as follows:

- For an offence relating to a federal statute other than the Criminal Code, and which was investigated by a provincial or municipal agency, 90% of the funds flow back to the Province.
- For a Criminal Code offence, 100% flows back to the Province.
- For cases where agencies such as the OPP or TPS commence an investigation with RCMP assistance, 50% of the funds flow back to the Province.
- For cases where the RCMP is the lead agency and there is OPP or municipal assistance, 10% flows back to the Province.

At the present time, the position of the Federal government is that the proceeds seized do not flow directly back to the municipal governments. Rather, these proceeds are sent to the Provincial government to disburse through grants to the municipalities.

The funds received by the Province are divided between the Ministry of the Attorney General (MAG) (25%) and the Ministry of Community Safety and Correctional Services (MCSCS) (75%). If the matter was a Criminal Code offence, 100% flows back, with MAG getting 40% and MCSCS getting 60%. Regardless of the source, the MCSCS divides the money equally between crime prevention grants and the Criminal Intelligence Service of Ontario (CISO).

This distribution of proceeds has been a recurring subject of debate, and has been repeatedly challenged by various municipal police services, as well as by the Ontario Association of Chiefs of Police (OACP) and the Canadian Association of Chiefs of Police (CACP).

The seizure of the proceeds of crime is a time consuming and very labour intensive endeavour, particularly when it comes to seizing properties that may be mortgaged and registered through a maze of numbered companies where crime assets have been hidden. The investigators have to be very skilled at searching property titles and tracking large amounts of cash.

If the proceeds seized were fully returned directly to the TPS by the Federal government, then more resources could be assigned to investigations pertaining to asset seizures. Notwithstanding this position, it must be recognized that although the funds do not flow directly back to the TPS, we do benefit considerably by receiving funds from Criminal Intelligence Service of Ontario (CISO) to conduct joint forces investigations, particularly in the Organized Crime area.

There are thirteen Integrated Proceeds of Crime (IPOC) units in Canada that have been in existence since 1997, combining local, provincial and RCMP officers along with Canada Border Services Agency (CBSA) officers.

Proceeds of crime grants are also used to fund crime reduction initiatives in communities across Canada. These funds go directly to community groups and organizations upon application to the Federal government.

Currently, the TPS receives several grants, \$7.7M of which were awarded in 2005 by the MCSCS. Consequently, the Service's investment in proceeds of crime investigations is very small relative to the amount in seizures it brings in, and most importantly, quite small relative to the millions of dollars in benefits the Service receives through various provincial and federal grants (discussed below).

Organized Crime

Organized crime at one time confined itself to liquor or drug smuggling. However, in recent years it has proliferated into a variety of domains, including identity theft, internet and telephone fraud, theft of high end vehicles, prostitution, narcotics trafficking, and marijuana grow houses.

Organized crime investigations are very complex and frequently involve numerous and varied resources from within the TPS. While such investigations may span provincial and federal interests, it is still the responsibility of the Service to investigate such matters.

Further provincial support into organized crime investigations has come as a result of the development of the Gang Intervention Network (GangNet). GangNet is a database that allows the Service to link gang members from across the Province. While the TPS pays for the cost of three civilian clerks to manage the GangNet database, the Provincial government paid for the purchase of the GangNet software.

There are also eight TPS officers assigned to the Combined Forces Special Enforcement Unit (CFSEU). The TPS pays the salaries of these officers, and the RCMP provides the office, cars, equipment and tools to support the major investigations that these officers conduct.

Court Security

The mandate of Court Services is drawn from various municipal bylaws, as well as provincial and federal laws. These duties are the legislated responsibility of the TPS.

TPS Court Services is mandated to discharge the following duties:

- Provide court security;
- Provide prisoner transport;
- Obtain DNA samples;
- Deliver and serve court documents and notices, as mandated by several provincial and federal statutes;
- Provide training and supervision to Court Officers;
- Assist in the prosecution of offences;
- Provide certain services to the Coroner.

Prior to 1989, the Provincial government provided funding specifically for court security through the use of a “per household” grant. In 1992, this funding formula was amended and the City was provided with a revised funding formula to cover all provincial funding and previously existing cost-sharing arrangements.

In 2003, the Provincial government purchased and equipped a prisoner transportation bus and a prisoner transport vehicle, total value at approximately \$795,000.00 to offset those impacts and expenses associated with the increased travelling distance required to transport prisoners to and from the newly created super jail, the Maplehurst Detention Centre. The Provincial government also provides the TPS with compensation for the mileage associated with the added 45 kilometre commute, to offset the expenses associated to fuel, operating costs and recapitalization of both vehicles.

TPS Court Services responsibilities have grown markedly in breadth over the years, as Court Services now services a total of 270 courtrooms.

The Province has steadily increased the number of courtrooms it operates in order to meet the increase in case volume, so as to ensure that justice is delivered in a timely manner. Additionally, a large percentage of the courts are being used for criminal matters, especially “in custody” cases, which require enhanced security. However, opening these new courtrooms has had a large impact on Court Services. The staffing today is more than double what it was in 1990 (203 full time and 74 part time Court Officers in 1990, versus 415 full time and 165 part time Court officers in 2010), and while the TPS spent \$16.2 million in 1990 to deliver services to the various court facilities located in the City of Toronto, this number has grown steadily over the years such that in 2010 the operating budget for Court Services is \$48 million.

The province has agreed that the funding arrangement with respect to court security needs to change. Starting in 2012, the Province will upload the costs of court security over seven years, by providing funding to municipalities to a maximum of \$125 million annually at maturity. The Ministry of the Attorney General (MAG) and the Ministry of Community Safety and Correctional Services (MCSCS) are working with the Assistant Ministers Office (AMO) and the City of Toronto to develop an implementation plan to move forward with the collection of current court security costs and the development of court security standards, associated costs and related governance. Toronto's share of this uploading is yet to be confirmed.

Cost Recovery Strategies of Other Police Agencies

The Board requested that the TPS examine how other jurisdictions resolve cost-recovery issues with the Provincial and Federal governments.

A number of municipal police agencies in Ontario with significant international water boundary responsibilities were surveyed in 2005. These agencies include Niagara Regional, Kingston, Chatham-Kent, Windsor, and Durham Regional Police Services. Each of these agencies advised that they received no federal funding in support of policing these waters.

This situation is not unique to marine operations. Currently, there are police services whose activities are dramatically impacted by a federal government operation within their jurisdiction. For instance, Kingston Police operations are impacted by the placement of a federal penitentiary within their jurisdiction. Kingston Police are required to respond to a number of situations within the federal institution, including serious assaults on inmates, riots, and homicides, they are not provided with any special funding for these activities.

Funding Opportunities

Currently, the TPS has 14 active grants which are fully funded by the provincial government. The total amount of funding that the Service is actively receiving annually from the provincial and federal governments is approximately \$26M in 2011.

The TPS has also benefited from the Infrastructure Stimulus Fund (ISF). The 2009 Federal Budget established a new ISF to support the rehabilitation or construction of provincial, municipal and community infrastructure projects that could be built during the 2009 and 2010 construction seasons. The Government of Ontario agreed to match the federal program. The City of Toronto applied for and has received approval for two TPS projects – 11 Division (\$9.7M of ISF funding) and 14 Division (\$8.7M of ISF funding). There are also City-led capital projects on police-occupied facilities that benefit from this funding including the renovation of the front steps of Headquarters.

Conclusion:

The TPS performs numerous activities and maintains several programs that are related to or affected by federal legislation or jurisdiction. These include national security, emergency planning, coast guard responsibilities, consulate protection, drug money seizures, organized

crime, and court security. The TPS receives a significant amount of funding from the federal government, as well as significant in-kind benefits through partnerships with various agencies at both the federal and provincial level.

The TPS proactively applies for funding at both the federal and provincial levels. The TPS seeks funding as soon as it is made available, or proactively advocates for funding when the adoption of specific legislation impacts on our resources. Additionally, the TPS seeks funding or compensation when there has been an exceptional event.

Given the inter-relationships of policing activities at the federal and provincial level with the day to day policing for the City of Toronto, it is very difficult for the TPS to isolate costs specifically attributable to the federal/provincial governments. The TPS receives funding and in-kind benefits from these two levels of government as well as being involved in many joint operations. The federal/provincial governments do not recover costs from the TPS for benefits that we receive in assisting policing operations. As a result, the TPS cannot recommend the uploading of costs to the federal/provincial governments for the activities identified in this report

The TPS will continue efforts to ensure that every available opportunity to obtain funding is adequately and thoroughly explored.

Deputy Chief A.J. (Tony) Warr, Specialized Operations Command, will be in attendance to answer any questions that the Board may have regarding this report.

The Board received the foregoing report noting that Chair Mukherjee would prepare a high level report for the Board's consideration and for subsequent submission to the City's Executive Committee for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

#P31. GEOCODING ENGINE CAPITAL PROJECT – CLOSE OUT REPORT

The Board was in receipt of the following report January 11, 2011 from William Blair, Chief of Police:

Subject: GEOCODING ENGINE CAPITAL PROJECT - CLOSE OUT REPORT

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

There are no financial implications related to the recommendation contained in this report. The approved capital budget associated to the purchase and installation of a Geocoding engine was \$457,000 (Min. No. P325/06 refers). The final cost of the project was \$431,527 which resulted in a favourable variance of \$25,473 that was returned to the City of Toronto.

Background/Purpose:

The Geocoding Engine capital project was completed in March 2010, and in accordance with the Service's project management framework, a project close-out report is required. The following provides details of the close-out report.

Discussion:

Geocoding is the process of assigning geographic coordinates to records. Associating a latitude and longitude value to a street address is a common example of this practice. Historically, Service location data did not have corresponding geographical coordinates. The geocoding project has rectified this deficiency.

At its Board meeting on May 21, 2008, the Board approved the selection of Pitney Bowes – MapInfo as the vendor of choice to provide a new geocoding engine, which includes installation and professional services, to the Service (Min. No. 135/08).

Following Board approval, Service personnel commenced the process of negotiating a contract for the work, which was completed and signed on October 1, 2008.

Personnel from the Crime Information Analysis Unit (CIAU) and Information Technology Services (ITS) commenced gathering the requirements for the design and development document that listed the requirement definition, functional and architectural design and built documentation.

In addition to the development of the required geocoding engine platform, Pitney Bowes – MapInfo offered to design a web based software application to facilitate crime analysis and mapping. This extra application was offered at no additional cost.

The project proceeded in two phases; Phase One – geocoding engine through MapInfo Envinsa software and Phase Two – web application for crime analysis and mapping.

Phase One was successfully implemented with all current and historic address information in the Criminal Information Processing System (CIPS), Electronic Central Occurrence Processing System (eCOPS), Field Investigation Reports (FIR) and Central Occurrence Processing System (historic). The new geocoding system assigns ‘x’ and ‘y’ coordinates to street addresses to assist with the analysis and mapping of crime data within the City. The geocoding system ensures that new address information entering these systems receives associated ‘x’ and ‘y’ coordinates.

The vendor also delivered the Phase Two web application to the Service. ITS was required to complete some additional work on the Service data in order to improve the performance of this application. The application is now available to Crime Analysts across the Service. It allows the Crime Analysts to use a web based product to analyze data and create crime maps. CIAU will use this application to design templates that will assist Service Crime Analysts with their duties. Training will commence once the necessary templates have been developed.

Lessons Learned:

A number of lessons were learned during this project in the areas of scheduling, resource allotment and procurement. The lessons learned are being captured in the Project Management Office (PMO) database to ensure they will be incorporated into future projects.

- (1) During the process of acquiring capital project approval and funding for small scale projects, participating members must be aware of certain time sensitive requirements that may impact project timelines. Steps required to obtain Board approval must be timed so that opportunities are not lost. Awareness of ITS resource demands and change schedules allows for more efficient project management. The geocoding project missed an opportunity to obtain Board approval at the earliest opportunity and as a result, project timelines were impacted by a necessary year end ITS change freeze. Ensuring that project participants, at all levels, are aware of such potential timeline impact factors will result in more efficient project management. For future small scale technology projects, the Project Management section of ITS will review the business case to identify and address any timeline issues.

- (2) Phase Two of the geocoding project involved the web based crime analysis and mapping application. It is important to note that this extra application was not anticipated to be a part of this project during the initial project scoping phase. This application utilizes location data that is geocoded by Phase One of the project. The project team did not have the time or resources necessary to structure a development environment that adequately simulated the production environment within which the application would reside. The application performed adequately in the testing environment but performance suffered when it was placed in production. There is a need to ensure that capital projects have a testing environment that sufficiently replicates the production environment. It was difficult to ensure an adequate test environment for the geocoding project given that this extra feature could not have been anticipated in the early project scoping phase. However, for future small capital projects, it is important to allocate resources necessary to ensure the availability of an adequate test environment where possible.

- (4) The Service currently utilizes Business Analysts and Project Managers for large scale capital projects. However, dedicated Business Analysts are not always available for small scale capital projects. Business Analysts perform functions that are substantially different from those performed by the Project Manager. Without a dedicated Business Analyst, project members use up a significant amount of time creating documentation and managing vendor issues. This takes away from time that should be dedicated to other aspects of the project. For future small capital projects, it is recommended that a Business Analyst be assigned to the project at the earliest opportunity.

Conclusion:

The Service now has a software solution that can automatically geocode new and/or existing data held within Service data sources. The successful completion of the Geocoding Engine project has brought greater ability for the analysis of crime, disorder and traffic related issues.

Crime and intelligence analysis is an important component of modern policing. Analysts historically used patrol areas to narrow queries of our data sources for crime and disorder analysis. Patrol areas have been replaced by much larger patrol zones. Comparison between patrol zones and patrol areas can now be made. This allows the analyst to evaluate data at a community or neighbourhood level, enhancing our collective ability to address community issues.

Analysts rely heavily upon geographical information systems (GIS) in their analysis process and are now able to utilize geocoded location information in a variety of GIS applications. This project has automated the geocoding process, saving critical time and significantly enhancing the analytical capabilities of Service analysts.

Important Service programs such as Toronto Anti-Violence Intervention Strategy (TAVIS) and Closed Circuit Television (CCTV) initiative have benefited from the availability of geocoded crime data resulting from this capital project. Current and future partnerships with academic institutions and community organizations will benefit from our ability to more efficiently access crime data at any level of geography.

Factors vital to the successful completion of this project were the use of the Service's project management methodologies, combined with the dedication, determination and knowledge of the members of CIAU and ITS and the excellent working relationship with the vendor.

Deputy Chief Peter Sloly, Executive Support Command, will be in attendance to answer any questions the Board members may have regarding this report.

The Board received the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P32. SPECIAL CONSTABLES – UNIVERSITY OF TORONTO - ST. GEORGE
CAMPUS – RE-APPOINTMENTS**

The Board was in receipt of the following report November 23, 2010 from William Blair, Chief of Police:

Subject: RE-APPOINTMENTS OF SPECIAL CONSTABLES FOR THE UNIVERSITY
OF TORONTO ST. GEORGE CAMPUS

Recommendation:

It is recommended that the Board approve the re-appointments of the individuals listed in this report as special constables for the University of Toronto, subject to the approval of the Minister of Community Safety and Correctional Services.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose

Under Section 53 of the *Police Services Act* of Ontario, (the PSA), the Board is authorized to appoint and re-appoint special constables, subject to the approval of the Minister of Community Safety and Correctional Services (the Minister). Pursuant to this authority, the Board entered into an agreement with the University of Toronto (U of T) for the administration of special constables (Min. No. 571/94 refers).

At its meeting on January 29, 1998, the Board approved a recommendation that requests for appointment and re-appointment of special constables, who are not members of the Toronto Police Service, be forwarded to the Board with the Chief's recommendation, for the Board's consideration (Min. No P41/98 refers).

The Service has received a request from the U of T to re-appoint the following individuals as special constables.

Monique ALTMANN

George HALL

Kim SENIOR

Nicholas SPARKES

Alan TRUONG

Dan HUTT

Michael CASKENETTE

Sam D'ANGELO

Peter FRANCHI

Mark PRANCE

Discussion:

U of T special constables are appointed to enforce the *Criminal Code of Canada, Controlled Drugs and Substances Act, Trespass to Property Act, Liquor Licence Act and Mental Health Act* on U of T property within the City of Toronto.

The agreement between the Board and the U of T requires that background investigations be conducted on all candidates recommended for appointment as a special constable. The Service's Employment Unit completed background investigations on these individuals and there is nothing on file to preclude them from being re-appointed as special constables for a five year term.

The U of T has advised the Service that these candidates satisfy all the appointment criteria as set out in the agreement between the Board and the U of T for special constable appointment.

Conclusion:

The Toronto Police Service and the U of T work together in partnership to identify candidates for the position of special constable who will contribute positively to the safety and well-being of persons engaged in the activities on U of T property. The candidates currently before the Board for consideration have satisfied the criteria contained in the agreement between the Board and the University of Toronto.

Deputy Chief A. J. (Tony) Warr, Specialized Operations Command, will be in attendance to answer any questions that the Board may have.

The Board approved the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

#P33. LEGAL INDEMNIFICATION – CASE NO. DA/2010

The Board was in receipt of the following report January 13, 2011 from William Blair, Chief of Police:

Subject: LEGAL INDEMNIFICATION - CASE NO. DA/2010

Recommendation:

It is recommended that the Board deny payment of the legal account from Mr. David Butt (dated June 30, 2010) in the amount of \$8,505.00 for his representation of a civilian member of the Service in relation to a criminal investigation of Fraud Under.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

A civilian member has requested payment of his legal fees for \$8,505.00 under the legal indemnification clause, Article 27 of the Unit "A" Collective Agreement. The purpose of this report is to recommend denial of the member's claim as the allegations arose from his use of a Toronto Police Service address to conduct personal business.

Discussion:

On July 6, 2009, after the arrest of several gang members, a Glock Model 17, 9mm handgun was seized. The handgun was traced and the findings linked the handgun to a Toronto Police Service member. Accordingly, Professional Standards (PRS), initiated an investigation.

Several years ago, a member of the Service ordered three Glock 17 pistols from Glock Inc. The member has a personal business buying and selling firearms. The firearms in this instance were ordered using a Toronto Police Service address and to be shipped to the member's personal business.

Two of the firearms were received at the member's personal business; the third firearm was never received. Glock Inc. sent a replacement firearm, the original that was never received was the handgun found in the possession of the gang members.

This report corresponds with additional information provided on the Confidential Agenda.

Conclusion:

Although, there was no finding of professional misconduct or criminal wrongdoing on the part of the member; the investigation arose because of matters arising from his personal business.

PRS investigated the matter and confirmed that the firearms were purchased by individuals through the member's own business, and not as part of his duties at Toronto Police Service, and were not at any time included in or part of the firearms inventory of TPS.

Article 27:07 (b) of the Unit "A" Collective Agreement, states:

For greater certainty, members shall not be indemnified for legal costs arising from:

(b) the actions or omissions of members acting in their capacity as private citizens;

Therefore, it is recommended that payment for the legal expenses incurred should be denied.

Deputy Chief Mike Federico, Human Resources Command, will be in attendance to answer any questions that the Board members may have regarding this report.

The Board approved the foregoing report noting that additional information was also considered during the in-camera meeting (Min. No. C26/11 refers).

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P34. STAFF SUPERINTENDENT JEFF MCGUIRE, DESIGNATED
CERTIFIED MUNICIPAL MANAGER**

The Board was in receipt of the attached correspondence dated February 05, 2010 from Bruce Taylor, President, Ontario Municipal Management Institute, and Daniel Parkinson, President, Ontario Association of Chiefs of Police, advising the Board that S/Supt. McGuire had achieved the Certified Municipal Manager designation.

S/Supt. McGuire was in attendance.

The Board received the attached correspondence and congratulated S/Supt. McGuire on achieving this certification.



Executive Committee

- Bruce Taylor, CMM III**
President
Corporate Safety & Project Manager
Municipality of Clarington (Ret'd)
- Lee Grant, CMM III Fire Service Executive**
1st Vice-President
Deputy Fire Chief, Town of Oakville
- David Amborski**
2nd Vice-President
Director, Urban & Regional Planning
Ryerson University
- Patrick Olive, CMM III**
Treasurer
Commissioner, Economic Development
Region of Durham
- George Vadeboncoeur, CMM III**
East President
CAO, Town of Wasaga Beach
- Joe Taylor, CMM III Police Professional**
Emergency Mgr Professional
Chair, P&A Committee
Commander Dist #3, Halton Regional Police Services
- Craig Dart, CMM III Fire Training Professional**
Fire Suppression Specialist
Vice-Chair, P&A Committee
ADist Fire Chief, Health & Safety
City of Toronto
- Sara Almas, CMM III**
Clerk
Town of Collingwood
- Cathy Hoffman, CMM III HR Professional**
Director, Human Resources, Chatham-Kent
- Teresa Piruzza**
Manager, Ontario Works, City of Windsor
- Michael Schuster, CMM III**
Commissioner, Social Services
Region of Waterloo
- Gayle Wood, CMM III**
CAO/Sec-Treas, Lake Simcoe Region
Conservation Authority
- Bill McKim**
Executive Director

www.ommi.on.ca ommi@bellnet.ca



618 Balmoral Drive
Oshawa, ON L1J 3A7
(905) 434-8885

February 5, 2010

Chair, Dr. Alok Mukherjee
Toronto Police Services Board

On behalf of the Ontario Municipal Management Institute and the Ontario Association of Chiefs of Police, we are pleased to advise you of the achievement, of the Certified Municipal Manager designation, with the Police "enhancement", by a member of your staff.

Jeff McGuire
Staff Superintendent

recognized and awarded

CMM III Police Executive

The CMM provides, a legally sanctioned, recognition of all education and work experience, with a framework to focus the member's career development. Over 1,600 local government administrators hold one, of four levels, of the CMM designation, across 30 professions. Accredited members represent all levels of management; from front-line Staff, Supervisors, Department Heads to CAO's in the local government sector.

The Police "enhancements", were established to provide OACP members, and the police community, with a profession-specific recognition to accompany a member's CMM. All recipients have successfully met both the expanded education and job responsibility requirements as determined by the OACP.

We ask if you would have this award recognized at a Board meeting, or other appropriate function. Brief synopsis of our Associations mandates is provided.

Yours truly,

Bruce Taylor, CMM III
President (OMMI)

Daniel Parkinson, CMM III Police Executive
President (OACP)
Chief, Cornwall Community Police

Enclosure



Executive

- Dan Parkinson, CMM III Police Executive**
President
Chief, Cornwall Community Police Service
- Robert Horman, CMM III Police Executive**
First Vice-President
Chief, Thunder Bay Police Service
- Matthew Torigan**
Vice-President
Chief, Waterloo Regional Police Service
- Derek McElwry, CMM III Police Executive**
Vice-President
Chief, Brantford Police Service
- Bruce Harridge, CMM III Police Executive**
Vice-President
Deputy Chief, York Regional Police Service
- Robert Napier, CMM III Police Executive**
Secretary-Treasurer
Deputy Chief, Kingston Police Service
- Bill Blair**
Past President
Chief, Toronto Police Service
- Ron Bain**
Executive Director

www.oacp.ca

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P35. RESPONSE TO THE BOARD'S RECOMMENDATION REGARDING
THE UNIVERSITY OF TORONTO SPECIAL CONSTABLE PROGRAM**

The Board was in receipt of the attached correspondence dated January 14, 2011 from Jim Bradley, Minister of Community Safety and Correctional Services, containing a response to the Board's earlier recommendation regarding the use of "police" in the name of the special constables program at the University of Toronto.

The Board received the Minister's correspondence.

Ministry of Community Safety
and Correctional Services

Office of the Minister

25 Grosvenor Street
18th Floor
Toronto ON M7A 1Y6
Tel: 416-325-0408
Fax: 416-325-6067

Ministère de la Sécurité communautaire
et des Services correctionnels

Bureau du ministre

25, rue Grosvenor
18^e étage
Toronto ON M7A 1Y6
Tél. : 416-325-0408
Télééc. : 416-325-6067



CU10-05536

JAN 14 2011

Dr. Alok Mukherjee
Chair
Toronto Police Services Board
40 College Street
Toronto ON M5G 2J3

Dear Dr. Mukherjee:

I am in receipt of the letter of December 14, 2010, from Mr. Hamlin Grange, then Acting Chair of the Toronto Police Services Board, about the board's resolution regarding the University of Toronto special constables' designation.

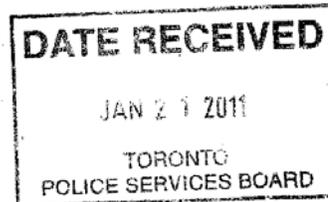
Once I have had a chance to review the issues raised, a response will be forthcoming.

Please accept my best wishes.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jim Bradley".

Jim Bradley
Minister



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

#P36. ANNUAL REPORT – 2010 UNIFORM PROMOTIONS

The Board was in receipt of the following report January 17, 2011 from William Blair, Chief of Police:

Subject: ANNUAL REPORTING ON UNIFORM PROMOTIONS - 2010

Recommendation:

It is recommended that the Board receive the following report.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

At its meeting on May 29, 2003, the Board approved giving standing authority to the Chair, Vice Chair, or their designates, to sign, authorize and approve all uniform promotions to the ranks of Sergeant and Staff/Detective Sergeant. The Board further approved the receiving of a summary report at its February meeting each year on the promotions made to these ranks in the previous year (Min. No. P136/03 refers).

In 2010, ninety-four (94) police constables were promoted to the rank of Sergeant, and thirty-one (31) sergeants and detectives were promoted to the rank of Staff/Detective Sergeant. Furthermore, another promotional process to Sergeant commenced in October 2010 and will conclude in May 2011. These officers will be deployed commencing 2011 until the eligibility list is exhausted. The next process for promotion to Staff/Detective Sergeant has not been determined at this time. There are currently thirty-eight (38) constables left on the 2010 Sergeant promotional list and twenty-three (23) sergeants and/or detectives left on the 2010 Staff/Detective Sergeant promotional list.

At its meeting on March 22, 2007, the Board requested that future employment equity statistics provide an analysis of the success rate of female and racial minority officers in the promotional process by comparing the number of such officers at all stages of the process with the number of those who were promoted (Min. No. P124/07 refers). An employment equity analysis of the processes for promotion to the rank of Sergeant which concluded in 2009 and 2010 is attached (see Appendices A and A1). As well, an employment equity analysis of the processes which were concluded in 2008 and 2010 for promotion to the rank of Staff/Detective Sergeant is attached (see Appendices B and B1).

Appendices C and C1 provide more detailed information with respect to each promotion.

All officers have been promoted in accordance with Service Procedure 14-10 entitled “Uniform Promotional Process – Up To and Including the Rank of Inspector” which was approved by the Board (Min. No. P49/01 refers). In addition, the officers have been the subject of an extensive vetting process that included background checks conducted through Professional Standards, Diversity Management and Labour Relations.

Conclusion:

This report lists the members of the Toronto Police Service who were promoted to the ranks of Sergeant and Staff/Detective Sergeant during the year 2010, along with an employment equity analysis of the processes they participated in.

Deputy Chief Mike Federico, Human Resources Command, will be in attendance to answer any questions that the Board may have regarding this report.

The Board received the foregoing report and approved the following Motion:

THAT the Chief conduct a review of the employment equity statistics for the past five years and provide the Board with an analysis of:

- **the number of employees who entered the promotional processes, including data on the number of female, Aboriginal and visible minority members, and**
- **the success rate of each identifiable group at each stage of the processes.**

The analysis should:

- **express numerically, and as a percentage, how each identifiable group measured against itself;**
- **express numerically, and as a percentage, how each identifiable group measured against the group as a whole;**
- **include year by year comparisons; and**
- **provide a description of any trends identified.**

Appendix A:

TPS 2008 promotion process to Sergeant (30 remaining on this list were promoted in 2010)				
Employment Equity Results	Entered Process	Wrote Exam	Interviewed	All promoted
<u>Female</u>				
Female Aboriginal	1	1	1	0
Female Visible Minority				
Black	3	2	0	0
S. Asia (Indo-Pakistani)	4	4	2	1
Chinese	1	1	0	0
Total Female Visible Minority	8	7	2	1
% Female VM of Total Female	10.39%	11.29%	4.88%	5.56%
Non Respondent Female	68	54	38	17
Total Female	77	62	41	18
% Female of Total Members	18.16%	17.56%	17.08%	15.00%
<u>Male</u>				
Male Aboriginal	2	1	0	0
Male Visible Minority				
S. Asian (Indo Pakistani)	21	18	15	7
% S. Asian(I.P.) of Total Males	6.05%	6.19%	7.54%	6.86%
Black	34	31	23	12
% Black of Total Males	9.80%	10.65%	11.56%	11.76%
Chinese	8	7	2	2
Filipino	7	3	3	1
West Asian / N. African	4	2	1	1
Central & S. American	4	4	3	2
Korean	3	3	2	1
Japanese	3	1	0	0
Mixed Race or Colour	4	4	3	2
Other Southeast Asian	2	2	2	2
Sum VM other than Black/S. Asian (I.P.)	35	26	16	11
% Sum VM other than of Total Males	10.09%	8.93%	8.04%	10.78%
Total Male Visible Minority	90	75	54	30
% Male VM of Total Male	25.94%	25.77%	27.14%	29.41%
Non Respondent Male	255	215	145	72
Total Male	347	291	199	102
Total Visible Minority (Male & Female)	98	82	56	31
% Total VM of Total Members	23.11%	23.23%	23.33%	25.83%
Total Members	424	353	240	120

Appendix A1:

TPS 2010 Promotional Process to Sergeant (67 of 120 were promoted in 2010)				
Employment Equity Results	Entered Process	Wrote Exam	Interviewed	67 of 120 Promoted
<u>Female</u>				
Female Aboriginal	1	1	1	1
Female Visible Minority				
Black	4	4	3	3
S. Asian (Indo Pakistani)	3	3	1	
Korean	1			
Total Female Visible Minority	8	7	4	3
% Female VM of Total Female	9.76%	11.48%	9.30%	12.00%
Non Respondent Female	73	53	38	21
Total Female	82	61	43	25
% Female of Total Members	15.71%	14.73%	17.92%	20.83%
<u>Male</u>				
Male Aboriginal	4	4	3	1
Male Visible Minority				
S. Asian (Indo Pakistani)	27	22	13	7
% S. Asian(I.P.) of Total Males	6.14%	6.23%	6.60%	7.37%
Black	34	28	18	9
% Black of Total Males	7.73%	7.93%	9.14%	9.47%
Chinese	10	9	3	1
Filipino	9	8	5	2
West Asian / N. African	6	3	2	2
Central & S. American	1	1		
Korean	2	1		
Japanese	2	2	1	1
Mixed Race or Colour	5	3	1	1
Other Southeast Asian	5	3	1	
Sum VM other than Black/S.Asian (I.P.)	40	30	13	7
% Sum VM other than of Total Males	9.09%	8.50%	6.60%	7.37%
Total Male Visible Minority	101	80	44	23
% Male VM of Total Male	22.95%	22.66%	22.34%	24.21%
Non Respondent Male	335	269	150	71
Total Male	440	353	197	95
Total Visible Minority (Male & Female)	109	87	48	26
% Total VM of Total Members	20.88%	21.01%	20.00%	21.67%
Total Members	522	414	240	120

Appendix B:

TPS 2007 Promotional Process to Staff/Detective Sergeant (16 remaining on this list promoted in 2010)				
Employment Equity Results	Entered Process	Wrote Exam	Interviewed	All promoted
Female				
Female Aboriginal	1	1	1	0
Female Visible Minority				
Black	6	5	1	0
Japanese	1	1	1	1
South Asian (Indo Pakistani)	1			
Total Female Visible Minority	8	6	2	1
% Female Visible Minority of Total Female	11.94%	14.29%	9.09%	10.00%
Non Respondent Female	58	35	19	9
Total Female	67	42	22	10
% Female of Total Members	19.48%	18.26%	22.00%	20.00%
Male				
Male Aboriginal	1	1	0	0
Male Visible Minority				
South Asian (Indo Pakistani)	6	4	2	0
% South Asian (Indo-Pakistani) of Total Males	2.17%	2.13%	2.56%	0.00%
Black	16	9	2	1
% Black of Total Males	5.78%	4.79%	2.56%	2.50%
Chinese	3	2		0
Filipino	3	1	1	0
West Asian / North African				
Central & South American				
Korean				
Japanese	1	0	0	0
Mixed Race or Colour	2	1	1	1
Other Southeast Asian				
Sum Visible Minority other than Black/South Asian (Indo-Pakistani)	9	4	2	1
% Sum Visible Minority other than of Total Males	3.25%	2.13%	2.56%	2.50%
Total Male Visible Minority	31	17	6	2
% Male Visible Minority of Total Male	11.19%	9.04%	7.69%	5.00%
Non Respondent Male	245	170	72	38
Total Male	277	188	78	40
Total Visible Minority (Male & Female)	39	23	8	3
% Total Visible Minority of Total Members	11.34%	10.00%	8.00%	6.00%
Total Members	344	230	100	50

Appendix B1

TPS 2010 Promotional Process to Staff/Detective Sergeant (16 of 45 were promoted in 2010)				
Employment Equity Results	Entered Process	Wrote Exam	Interview	16 of 45 Promoted
<u>Female</u>				
Female Aboriginal	2	2	2	2
Female Visible Minority				
Black	5	4	1	1
S. Asian (Indo Pakistani)	1	1	0	0
Chinese	2	1		
Mixed Race or Colour	1	1	1	0
Total Female Visible Minority	9	7	2	1
% Female VM of Total Female	14.75%	15.22%	8.33%	7.69%
Non Respondent Female	50	37	20	10
Total Female	61	46	24	13
% Female of Total Members	20.27%	19.74%	23.53%	28.89%
<u>Male</u>				
Male Aboriginal	2	2	1	0
Male Visible Minority				
S. Asian (Indo Pakistani)	8	6	4	0
% S. Asian(I.P.) of Total Males	3.33%	3.21%	5.13%	0.00%
Black	16	11	9	4
% Black of Total Males	6.67%	5.88%	11.54%	12.50%
Chinese	6	5	2	1
Filipino	2	1	0	0
West Asian / N. African	1	1	1	1
Central & S. American				
Korean				
Japanese				
Mixed Race or Colour				
Other Southeast Asian				
Sum VM other than Black/S. Asian (I.P.)	9	7	3	2
% Sum VM other than of Total Males	3.75%	3.74%	3.85%	6.25%
Total Male Visible Minority	33	24	16	6
% Male VM of Total Male	13.75%	12.83%	20.51%	18.75%
Non Respondent Male	205	161	61	26
Total Male	240	187	78	32
Total Visible Minority (Male & Female)	42	31	18	7
% Total VM of Total Members	13.95%	13.30%	17.65%	15.56%
Total Members	301	233	102	45

Appendix C:

Promotions to the rank of Sergeant in 2010	
Number Promoted	Effective Date
3	2010-01-04
2	2010-01-18
9	2010-02-01
6	2010-02-15
1	2010-03-01
2	2010-03-15
3	2010-03-29
5	2010-04-12
23	2010-05-24
2	2010-06-07
2	2010-06-21
1	2010-07-05
5	2010-07-19
6	2010-08-02
3	2010-08-16
6	2010-08-30
6	2010-09-13
3	2010-09-27
2	2010-11-08
1	2010-11-22
1	2010-12-06
2	2010-12-20
TOTAL- 94	

Constables were promoted to the rank of Sergeant. All promotions to the rank of Sergeant had a one year probationary period.

Appendix C1:

Promotions to the rank of Detective /Staff Sergeant in 2010		
Number	Promoted to Rank	Effective Date
3	Staff Sergeant	2010-01-04
2	Detective Sergeant	2010-01-18
1	Staff Sergeant	2010-02-15
1	Staff Sergeant	2010-03-01
1	Detective Sergeant	2010-03-01
1	Staff Sergeant	2010-03-29
4	Staff Sergeant	2010-04-12
3	Detective Sergeant	2010-04-12
6	Staff Sergeant	2010-08-02
5	Detective Sergeant	2010-08-02
1	Staff Sergeant	2010-08-16
1	Detective Sergeant	2010-08-16
1	Staff Sergeant	2010-11-08
1	Detective Sergeant	2010-12-06
Total :		
18 promotions	Staff Sergeant	
13 promotions	Detective Sergeant	

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P37. CENTRAL JOINT HEALTH & SAFETY COMMITTEE:
AUGUST 30, 2010**

The Board was in receipt of a copy of the Minutes from the Central Joint Health and Safety Committee meeting held on August 30, 2010. A copy is appended to this Minute for information.

Chair Mukherjee noted that the foregoing Minutes were to be considered in conjunction with confidential Minutes that were also prepared for the same meeting (Min. No. C13/11 refers).

The Board received the Minutes from the Committee meeting held on August 30, 2010.



Central Joint Health and Safety Committee

- MEETING MINUTES -

**Conference Room 7A
40 College Street, 7th Floor
Toronto, Ontario**

**Monday
August 30, 2010
at 1:30 PM**

Meeting No. 37

PRESENT: Dr. Alok Mukherjee, Co-Chair
Mr. Larry Molyneaux, Co-Chair
Mr. Rick Perry, Member
Staff Superintendent Darren Smith, Command Representative

ALSO PRESENT: Ms. Christine Bortkiewicz, Manager, Occupational Health and Safety
Ms. Sheri Chapman, Recording Secretary
Ms. Georgina Jose, Recording Secretary
Ms. Deirdre Williams, Board Administrator

GUEST: Sgt. Mauro Tatone, TPS - 31 Division

OPENING OF THE MEETING:

1. Dr. Mukherjee welcomed the Committee members and Sgt. Mauro Tatone, TPS – 31 Division to the meeting.

Dr. Mukherjee noted the absence of Deputy Chief Forde, due to his retirement, and explained that the Chief has designated Staff Superintendent Darren Smith as the Command representative on the Committee until further notice.

The Committee considered the matter of attendance and agreed that, until such time that the Chief designates Deputy Chief Forde's successor on the Committee, Staff Superintendent Smith would be permitted to participate as a voting member of the Committee and that this meeting would, therefore, conform with the established standard for conducting an official meeting as outlined in the Terms of Reference – Quorum, in that:

The Committee shall have an equal number of Management and Association members present in order to conduct business.

Dr. Mukherjee advised the Committee that, for the first time, the Board recently included the Committee's Minutes as part of the Board's public agenda. He explained the new process of reporting out publicly and said that it is important that the Committee determine which items should be considered public and which items should be considered confidential.

QUARTERLY UPDATE:

2. Quarterly Update – Wellness Initiatives
Update by: Staff Superintendent Darren Smith – Command Representative

Staff Superintendent Smith advised the Committee that the Wellness Program has been transferred to the Toronto Police College and that the budget for the program has also been centralized at the College. He further advised that the Service has hired a full-time nutritionist.

Staff Superintendent Smith also informed the Committee that the Service will be receiving the National Quality Institute's Healthy Workplace Progressive Excellence Award – Level 3, which will be presented at the Wellness Fair on September 29, 2010. Ms. Bortkiewicz explained that the Service also applied for Level 4 status but did not qualify. She advised the Committee that the Service will continue to pursue Level 4 status.

Ms. Bortkiewicz advised the Committee that a Routine Order was issued regarding the use of 'Smartcards.' She further advised the Committee that when Smartcards are issued to members, only the names are recorded in a database. Ms. Bortkiewicz also informed the Committee that the results that are recorded on the 'Smartcards' from the blood pressure kiosks are kept completely confidential.

Status: Quarterly Update – Wellness Initiatives: On-Going.

Action: The Command representative will update the Committee at its November 2010 meeting.

CARRY FORWARD OF AGENDA ITEMS FROM PREVIOUS MEETINGS:

3. Bill 168 – *The Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), 2009*

Update by: Staff Superintendent Darren Smith – Command Representative

Staff Superintendent Smith advised the Committee that all Unit Commanders were recently provided with a Workplace Violence Risk Assessment form by email from the Manager, Occupational Health and Safety. He explained that the Service's form was based on a template that was provided to the Service by the Ministry of Labour.

Mr. Molyneaux advised the Committee that this is a "live" issue on a go-forward basis until such time that any court decision is reached.

Mr. Molyneaux also expressed that the TPA has concerns with respect to the release of confidential information of members in the event that the member is charged.

Dr. Mukherjee asked the Committee how the provision in the *Occupational Health and Safety Act* with respect to workplace harassment is compatible with the Ontario *Human Rights Code*.

Ms. Bortkiewicz explained that there is currently no case law but the Service procedure for Workplace Safety is being reviewed to include a section on workplace violence and workplace harassment.

Mr. Perry advised the Committee that the TPA is concerned that if the issue falls under Bill 168, there should be a mechanism in place to try for an informal resolution and if a resolution can be reached there should be no need for any other investigations or complaints.

Status: Bill 168–*The Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), 2009*: On-Going.

Action: The Command representative will update the Committee at its next meeting.

4. Fall Arrest Systems

Update by: Staff Superintendent Darren Smith – Command Representative

Staff Superintendent Smith advised the Committee that fall arrests systems will be addressed in Q4. He explained that the Service has reviewed the fall arrest systems that are currently in place at TPS – Emergency Task Force, Public Safety Unit and Forensic Identification Services.

Staff Superintendent Smith also informed the Committee that the Service will be identifying TPS units where fall arrest systems may be required, such as TPS – Property and Evidence Management and TPS - Radio and Electronic Services.

Status: Fall Arrest Systems: On-Going.

Action: The Command representative will report back to the Committee at its next meeting.

5. Planning for the 2010 Occupational Health and Safety Awareness Day

Update by: Staff Superintendent Darren Smith, Command Representative

Staff Superintendent Smith provided the Committee with the draft agenda for the October 6, 2010, Occupational Health and Safety Awareness Day. He explained that the Board has sponsored this event in the past and asked if the TPA would be willing to co-sponsor the event.

Mr. Molyneaux advised the Committee that the TPA would bring this to its Board for consideration.

Ms. Bortkiewicz advised the Committee that this year the intent is to provide each Service member attending with a nutritional package.

Dr. Mukherjee asked what attendance is predicted this year. Ms. Bortkiewicz responded and advised that worker representatives, management representatives, Medical Advisory Services and the Wellness section of the College will all be invited to this year's event.

The Committee discussed the potential participation of the Senior Officers' Organization at this year's event.

Mr. Molyneaux recommended that the Co-Chairs of the Committee send a joint letter to the President of the Senior Officers' Organization ("SOO") to extend an invitation to join the Board and the TPA as a co-sponsor of the event and encourage its members to attend.

Status: Planning for the 2010 Occupational Health and Safety Awareness Day: On-Going.

Action: The Committee agreed that the Co-Chairs of the Committee will write a joint letter to the President, SOO, requesting that the SOO join the Committee in co-sponsoring the Occupational Health and Safety Awareness Day by contributing \$1000.00 and to encourage its members to attend.

6. Status of Terms of Reference

Update by: Ms. Deirdre Williams, Board Administrator

The Committee was in receipt of a report dated August 10, 2010 from Ms Deirdre Williams, Board Administrator (copy attached).

Ms. Williams advised the Committee that she contacted Mr. Len May at the Ministry of Labour and advised him about the Committee's new format for preparing Minutes and that she inquired whether or not the Ministry should be asked to approve an amendment to the Terms of Reference.

Ms. Williams explained to the Committee that Mr. May advised that it was not necessary to request a formal amendment to the Terms of Reference at this time and that the amendment could wait until the Committee conducts its annual review in January 2011.

Status: Status of Terms of Reference: Resolved.

Action: The Committee agreed to amend the Terms of Reference when the Committee conducts its annual review at its meeting of January 2011.

7. Fire Safety Training.

Update by: Staff Superintendent Darren Smith, Command Representative

Staff Superintendent Darren Smith advised the Committee that the Service hired Leber Rubes. Inc. to conduct fire drills and assess response times.

Staff Superintendent Smith further informed the Committee that a report has been completed and will be available in September 2010.

Status: Fire Safety Training: On-Going.

Action: The Command representative will report to the Committee at its November 2010 meeting.

8. Critical Incident Stress Management Procedure – 08-04.

Update by: Mr. Rick Perry, Member

Mr. Molyneaux advised the Committee that this matter was brought to the Committee's attention by Mr. Perry and that it is intended to be an update for the Committee's information only.

Mr. Perry informed the Committee that the group grievance that was filed on the Critical Incident Stress Management Procedure 08-04 in March 18, 2010 is moving forward. He stated that the policy is well laid out but the TPA is concerned that management and supervisors are not following the policy.

Status: Critical Incident Stress Management Procedure – 08-04: Resolved.

Action: The Committee agreed that this matter is resolved and that no further action is required at this time.

9. Critical Injuries – Awareness & Education

Update by: Staff Superintendent Darren Smith, Command Representative

The Committee conducted its semi-annual review of critical injuries.

Details of the Committee's discussions and decisions regarding this matter have been recorded in confidential Minutes.

10. Ministry of Labour Guidance Notes and Advisories

Update by: Dr. Alok Mukherjee, Co-Chair

Dr. Mukherjee provided the Committee with copies of Guidance Notes and Advisories from the Ministry of Labour. He explained that the Board office has begun to receive copies of the Guidance Notes and Advisories and wanted to provide copies to the Committee for information.

The Committee received for information the following Guidance Notes and Advisories:

- Memorandum dated July 6, 2010 from Mr. Glenn Murray, Ministry of Community Safety and Correctional Services, to All Chiefs of Police and Commissioner Fantino;
- Memorandum dated May 21, 2010 from the Ontario Police Health and Safety Committee, Labour and Management Co-Chairs, to All Chiefs of Police and Commissioner Fantino;
- Guidance Note #1 – Application of Police Section 21 Committee Guidance Notes;
- Guidance Note #2 – Structure and Function of Joint Health and Safety Committees;
- Guidance Note #3 – Sample Occupational Health and Safety Policy;
- Guidance Note #4 – General Training Requirements;
- Guidance Note #5 – Personal Protective Equipment for Construction, Mining, Industrial and health Care Environments;
- Guidance Note #7 – Searching Hazardous Environments;
- Guidance Note #8 – High Visibility Garments;
- Guidance Note #10 – Health and Safety Requirements for X-ray Equipment Used in Policing;

- Guidance Note #11 – Water Safety;
- Advisory #1 – Issue: Safe Storage and Transportation of Items in Vehicles; and
- Advisory #2 – Issue: Recording and Tracking of Worker Exposures to Chemical, Biological, or Physical Agents or Communicable Diseases.

In addition to the Guidance Notes and Advisories listed above, the Committee received one additional Guidance Note of a confidential nature which has been recorded in the confidential Minutes.

Status: Ministry of Labour Guidance Notes and Advisories: Resolved.

Action: The Committee agreed that this matter has been resolved and that no further action is required at this time.

UPDATE:

11. Name Tags

Update by: Mr. Larry Molyneaux, Co-Chair

Mr. Molyneaux advised the Committee that the last witness in the name tag hearing was in July 2009 and has been advised that the report from the Ministry is being prepared.

Mr. Molyneaux further advised the Committee that he hopes to be able report further at the next meeting.

Status: Name Tags: On-Going.

Action: Mr. Molyneaux will report to the Committee at its next meeting.

**** Confidential Matters ****

The Committee also considered several confidential matters.

Details of the Committee's discussions and decisions regarding these matters have been recorded in confidential Minutes which form part of the Minutes for this meeting.

Next Meeting:

Date: November 3, 2010

Time: 10:30 AM

Location: Toronto Police Association

Members of the Central Joint Health and Safety Committee:

Mr. Larry Molyneaux, Co-Chair Toronto Police Association	Dr. Alok Mukherjee, Co-Chair Toronto Police Services Board
Mr. Rick Perry, Executive Member Toronto Police Association	

Electronic copy of the attachments are not available.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P38. CENTRAL JOINT HEALTH & SAFETY COMMITTEE:
NOVEMBER 03, 2010**

The Board was in receipt of a copy of the Minutes from the Central Joint Health and Safety Committee meeting held on November 03, 2010. A copy is appended to this Minute for information.

Chair Mukherjee noted that the foregoing Minutes were to be considered in conjunction with confidential Minutes that were also prepared for the same meeting (Min. No. C14/11 refers).

The Board received the Minutes from the Committee meeting held on November 03, 2010.



Central Joint Health and Safety Committee

- MEETING MINUTES -

**Toronto Police Association Boardroom
180 Yorkland Boulevard
Toronto, Ontario**

**Wednesday
November 3, 2010
at 10:00 AM**

Meeting No. 38

PRESENT: Mr. Larry Molyneaux, Co-Chair
Dr. Alok Mukherjee, Co-Chair
Mr. Rick Perry, Member
Deputy Mike Federico, Command Representative

ALSO PRESENT: Ms. Christine Bortkiewicz, Manager, Occupational Health and Safety
Ms. Elizabeth Alexander, Recording Secretary

GUESTS: S/Insp. Cory Bockus, 33 Division
Admin/CO Beverly Press, 33 Division
PC Kristopher McCarthy, Mounted and Police Dog Services
S/Insp. Bill Wardle, Mounted and Police Dog Services
Insp. Douglas Quan, 32 Division
PC Spencer Fraser, 32 Division
S/Insp. Frank Ruffolo, 33 Division

OPENING OF THE MEETING:

Mr. Molyneaux welcomed the observers to the meeting and provided the guests with a brief overview of the work and the structure of the Committee. He also explained why two sets of Minutes are prepared, one set for public viewing and the other for confidential items.

1. Confirmation of the Minutes of the May 3, 2010 and August 30, 2010 Meetings

Mr. Molyneaux asked if there were any additions or deletions to the Minutes of the May 3, 2010 and August 30, 2010 meetings.

The Minutes from the May 3, 2010 and August 30, 2010 meetings were approved.

CARRY FORWARD OF AGENDA ITEMS FROM PREVIOUS MEETINGS:

2. Quarterly Update – Wellness Initiatives

Update by: Deputy Chief Mike Federico, Command Representative

Deputy Federico advised that he agreed to join the Global Wellness Committee to replace Deputy Forde who had retired. Deputy Federico informed the committee that a new nutritionist had been hired and that a fitness coordinator and wellness coordinator are on college staff, supported by the college budget.

Deputy Federico informed the Committee that the National Quality Institute has recognized the Toronto Police Service as having achieved Level 3. This Level recognizes the practices and procedures the Service has in place. The TPS is pursuing a Level 4, based on output and outcomes.

The Occupational Health and Safety Day was held on October 6, 2010, a component of which was a discussion about wellness and the importance of a balanced diet and nutrition.

Deputy Federico pointed out that the Global Committee will once again have a Deputy Chief in charge and the committee is reviewing its current structure and the best format to continue overseeing the wellness initiatives. Every Division now has a Wellness Committee and the initiatives of each Committee are supported by the College Wellness staff. The Committees in two divisions are focusing on smoking cessation and disease prevention.

Deputy Federico advised that the wellness survey is now on the Intranet and all members are being urged to participate. The results will enable the Service to determine and anticipate members' needs and desires in terms of providing a good wellness product.

Status: Wellness Initiatives – Quarterly Update On-Going.

Action: Deputy Federico will update the Committee at its March 2011 meeting.

3. Bill 168 – The Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), 2009

Update by: Deputy Chief Mike Federico

Deputy Federico advised that the Service has developed a site survey that examines the sites to see if there are any risks or areas that need attention in the context of reducing the likelihood of incidents of violence or harassment in the workplace. The idea is to look at the workplace to see if there are any physical structures or impediments that might create a higher risk for members to be subjected to violence or harassment. Workplace violence could also come from an external source where a member is threatened and the violence occurs within the workplace. The Service has an obligation to provide a safe working environment. This requires a review of the Service's structure, buildings and sites to ensure pathways are unobstructed, rooms are not isolated etc. The site survey will assist Unit Commanders and their Units to assess safety within the Units. The survey is similar in format to that currently used for environmental assessments.

Deputy Federico commented that site surveys should be conducted by each Unit at least annually and as often as is required by the Act. Such surveys should be incorporated into the regular routine of the Divisional Occupational Health and Safety Committees. If concerns or deficiencies are identified they are to be forwarded to Occupational Health and Safety and then ultimately to Facilities Management for attention. Deputy Federico also advised that a Security Committee has been established to conduct security reviews and consists of Facilities, Occupational Health and Safety and Professional Standards.

Professional Standards are involved relating to behavioural and conduct issues which might affect member safety. Occupational Health and Safety would review environmental situations and Facilities would review adjustments, modifications and changes within the physical environment. The Committee will advise Command on recommendations based on their research. The research will include a larger consultative group that will consist of risk assessment personnel at Intelligence. They will also look at processes designed to protect members. Sex Crimes Unit's behavioural assessment will also review threat assessments against individuals. Information Technology Services is involved because there are systems that need to be protected and Video Services will be involved as there is often a close circuit TV system to monitor the workplace for members' safety.

The Occupational Health and Safety Act talks about the environment where people work as well as the behaviour and relationships workers have with coworkers and clientele. Training commenced at the Ontario Police College on September 28th for members of the Committee and Supervisors. Senior Officers were trained at Senior Officer specific training sessions.

Deputy Federico informed the Committee that an e-learning package has been established through the Canadian Police College network CPKN for civilian members who do not regularly attend at the College as part of their regular training.

The procedure now specifies how incidents are to be reported. A classification of events has been designated and embedded with Professional Standards so if an employee reports an incident of workplace harassment or violence, or an incident or concern that might be considered so, then there is a classification and a designated person who will classify that. It will be forwarded to Professional Standards so a record will be kept and an occurrence will be created, generating a response.

Mr. Perry asked that copies of the policies and procedures be provided to the CJHSC. Mr. Perry also raised the issue of escalating violence against Parking Enforcement Officers and queried whether a survey had been conducted on this. If so, could a copy be provided.

Deputy Federico responded that the site assessment is a review of the physical structure to see if a site is vulnerable to harassment or violence. An assessment of the nature of the work performed by members is a product of incidents reported to the Committee. No inspections or site surveys are currently being conducted on the nature of the work done by members. If Parking Control Officers and Parking Enforcement Officers experience violence in the workplace as part of their jobs, that is reportable through the existing channels.

Mr. Perry commented there seems to be an unusually high number of assaults on Parking Enforcement Officers and asked if steps been taken to conduct a risk assessment. Deputy Federico replied he did not know what additional training Parking Enforcement Officers receive for self protection. Mr. Molyneaux suggested that Wes Ryan be asked to provide a report in relation to the training of Parking Officers.

Mr. Perry informed the committee that there had been at least four assaults against Parking Officers since Bill 168 came into effect.

Dr. Mukherjee expressed his interest in knowing what was being done to address such violence before Bill 168 was introduced. Deputy Federico replied he did not know but this was something that should be addressed.

Mr. Ruffolo was asked for his input and he indicated that such violence against Parking Enforcement Officers had been ongoing for years. Several Routine Orders have been issued demanding that every assault against members of the Service, including civilians, be regarded as serious and action taken. Mr. Ruffolo advised he would work with the Divisions to ensure that if any type of assault of a police employee occurs, it will be followed up and charges laid. Additionally, a Stay Safe program has been instituted which identifies positive ways to avoid and manage conflict as opposed to engaging. Also ongoing personal safety training is in place.

Deputy Federico advised the Committee that both in the Professional Standards annual report and in the OHS periodic report to the Board, these incidents are being reported. If a trend is identified as a result of occurrences being filed under Bill 168, the Service will be in a position to identify them and look to find some response. Deputy Federico agreed that an update from Supt. Ryan on PEO safety should be provided.

Mr. Molyneaux asked about the length of training for members and Deputy Federico replied that he was unaware of how long it would take. Mr. Molyneaux also asked if the training had commenced. Deputy Federico responded that training of one day's duration had started with certain supervisors and Senior Officers. He indicated that the intent was to try to reduce training time to a minimum. The curriculum for the training is to illustrate Bill 168, the obligation of members to report and management's obligation to respond.

Mr. Molyneaux expressed the view that training should be expedited for supervisors because if they are not trained according to the Act, they and the employer can be held responsible. Deputy Federico agreed.

Mr. Molyneaux also advised the committee that previously a problem had been that when concerns had been identified in the workplace and were directed to Facilities, it became obvious that Facilities management did not understand the scope and authority of the OHS Act.

Status: Bill 168 – The Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009: On-Going.

Action: Deputy Federico will report back to the Committee at its next meeting.

4. Fall Arrest Systems

Update by: Deputy Chief Mike Federico, Member

Deputy Federico suggested that a survey be conducted to identify units where members might be at greater risk of tumbles in the workplace as part of their duties. He advised that a definitive list of vulnerable units has not been compiled but is of the view that members who have to scale heights as a component of their duties should be provided with proper fall protection.

Deputy Federico asked if Video Services is protected from falls when members install technology equipment at height. Mr. Perry responded that Intelligence Services no longer does so. Mr. Molyneaux asked if members of Video Services had been required to climb to install G20 surveillance equipment or if an outside agency been deployed. Deputy Federico responded that although surveillance equipment has been installed at height, he did not know if members had been deployed to climb to install it.

Inspector Quan commented that CCTV is one of the systems for which they are responsible and if pole mounted cameras are deployed, Video Services personnel have to climb to maintain and repair them. Although the installation of the CCTV's is conducted by Toronto Hydro with police personnel present, it is possible that police personnel would be required to climb to ensure the cameras are properly situated.

Ms. Bortkiewicz advised that Identification Unit personnel attend at homicide and fire scenes and do have fall arrests. However, there is debate between the advantages of rappelling versus fall arrest.

Status: Fall Arrest Systems: On-Going.

Action: Deputy Chief Federico will report back to the Committee at the next CJHSC meeting.

5. Planning for the 2010 Occupational Health and Safety Awareness Day (OHSCAD)

Update by: Deputy Chief Mike Federico, Member

Deputy Federico advised that the OHSCAD was held on Wednesday, October 6, 2010 and while it had been well attended, he thought that attendance could be improved. Bill 168 had been addressed and a guest speaker from a law firm specializing in workplace safety and violence outlined two cases studies illustrating signs and signals in the workplace that are indicators of the occurrence of harassment. In both these cases, the harassment had escalated into violence so it was helpful to make practical the concepts and principles incorporated into the Toronto Police Services procedures. A session on nutrition had also been presented and while being of benefit to those attending, is also an indicator of what else can be done in the workplace to encourage workers to make healthy choices. Deputy Federico commented that healthy choices are also extended to life balance, fitness, fatigue management and other stressors.

Deputy Federico commented the loot bags were very popular and contained helpful information and useful products.

Deputy Federico advised the Committee that he has informed OHS he will act in his capacity as Deputy Chief to insist more managers and Unit Commanders should attend to learn of circumstances where they could help their Units become safer and healthier.

Mr. Molyneaux asked if it would be possible to videotape the presentations and used the example of the case studies with Bill 168. The videotapes could be available on the Intranet and would be helpful for members unable to attend. Deputy Federico agreed that it would be a good idea to offer the information online.

Ms. Bortkiewicz informed the Committee another issue that had been addressed at the Occupational Health and Safety Day was the exposure of police personnel to communicable diseases. Guest speakers from Peel Region and St. Michael's Hospital had emphasized the importance of members being aware that if they are exposed to communicable disease, they should attend at the Emergency Department of a hospital as soon as possible within six hours.

Mr. Molyneaux asked if St. Michael's was still the preferred hospital for members who had been exposed to communicable disease. Ms. Bortkiewicz responded that members should attend the hospital nearest to them as all hospitals have the same response protocol. The importance is for members to attend quickly after the exposure.

**Status: Planning for the 2010 Occupational Health and Safety Awareness Day:
Quarterly Update: On-Going.**

Action: To be discussed at the March 2011 meeting.

6. Fire Safety Training

Update by: Deputy Chief Mike Federico, Member

Deputy Federico advised he is still learning about this subject and that he understood a report had been completed and submitted.

Ms. Bortkiewicz confirmed that the report is currently with Facilities but needs to go to Command first with recommendations. Every Unit has a fire safety plan but Command has to approve the overall plan.

Mr. Molyneaux commented that concerns have been expressed regarding fire drills, response times and evacuation of buildings

Status: Fire Safety Training: On-Going.

Action: Deputy Chief Federico will report back to the Committee at the next CJHSC meeting.

NEW ITEMS

7. Special Investigations Unit

Update by: Mr. Larry Molyneaux, Co-Chair

Mr. Molyneaux outlined a situation raised by a member who had trained to become certified in OHS. The member was concerned that situations where a police officer is involved in a fatal shooting would fall under the criterion of a critical incident under the Act. This would initiate a procedure whereby the Police Service must notify the Ministry of Labour and the Toronto Police Association, and also prepare a report on the circumstances related to the shooting. Mr. Molyneaux asked the committee for their opinion on whether, if the SIU is invoked, the reports going to the Ministry of Labour could be considered to conflict with the confidentiality of a criminal investigation. Mr. Molyneaux commented he had been told the Police Service does not notify the Ministry of Labour under such circumstances.

Ms. Bortkiewicz confirmed that she was unaware of any occasion where the Ministry of Labour had been contacted in relation to an SIU investigation. She cited the situation of the recent fatal scaffolding failure incident after which there had been considerable debate between the Ministry of Labour and the Toronto Police Service. The TPS was of the view that the scene of the accident should be preserved for police investigations but the Ministry of Labour insisted that they had priority. Ultimately, it was agreed to conduct a cooperative review of the accident scene.

Ms. Bortkiewicz also informed the Committee of a situation which arose at the Blue Mountain Ski Resort where a guest staying at the Resort was found dead in the hotel swimming pool. The Blue Mountain authorities regarded the situation as a drowning. The Ministry of Labour's view was that it could have been a workplace incident where the victim could have died because of exposure to chlorine gas. Ultimately, the Ministry of Labour still insisted on conducting an investigation. Blue Mountain unsuccessfully appealed the Ministry's decision.

Ms. Bortkiewicz advised the Committee that when the Toronto Police Service responds to an industrial accident, the Ministry of Labour is contacted even though that the Act does not specify that this must be done. The Ministry has become accustomed to such notification. Deputy Federico responded that the procedures and circumstances of notifying the Ministry of Labour should be clarified.

Mr. Molyneaux reminded the Committee that within the previous five months four shootings had occurred where suspects had been shot and killed by police officers. These situations meet the definition of critical incidents because the lives of the affected officers and possibly bystanders were in jeopardy.

Deputy Federico commented that there seems to be a mishmash of several Acts and processes involved in the decision to report to the Ministry but that the SIU seem to be somewhat acquiescent in letting the Service control the release of documents to, and notification of, the Ministry.

Mr. Molyneaux expressed the view that the issue really hinges on the definition of "workplace" and this would also include the presence of a fire. Frequently, people caught in fires succumb to their injuries so should the Ministry of Labour be notified every time a citizen dies in a fire? A police officer's defined workplace is a police facility and the Ministry should not need to be advised of incidents which occur outside of those facilities.

Deputy Federico agreed to consult with the TPS Legal Department to obtain an opinion of the parameters of the necessity of reporting to the Ministry. Mr. Molyneaux pointed out that he and Ms. Bortkiewicz sit on the Section 21 Committee and they would raise the issue there and report back at the next meeting of the CJHSC.

Status: Special Investigations Unit: Ongoing.

Action: Deputy Federico will consult with the TPS Legal Department and Mr. Molyneaux and Miss Bortkiewicz will raise the question with the Section 21 Committee. All will report their findings at the next CJHSC meeting.

Next Meeting:

Date: January 14, 2011

Time: 10:00AM

Location: Toronto Police Services Board Boardroom

Members of the Central Joint Health and Safety Committee:

Mr. Larry Molyneaux, Co-Chair Toronto Police Association	Dr. Alok Mukherjee, Co-Chair Toronto Police Services Board
Mr. Rick Perry, Executive Member Toronto Police Association	Deputy Chief Mike Federico, Command Representative, Toronto Police Service

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P39. INDEPENDENT CIVILIAN REVIEW INTO MATTERS RELATING TO
THE G20 SUMMIT: ACCOUNT FOR PROFESSIONAL SERVICES –
TERMS OF REFERENCE – MR. DOUG HUNT**

The Board was in receipt of the following report January 10, 2011 from Alok Mukherjee, Chair:

Subject: INDEPENDENT CIVILIAN REVIEW INTO MATTERS RELATING TO THE
G20 SUMMIT: ACCOUNT FOR PROFESSIONAL SERVICES - TERMS OF
REFERENCE

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

The total amount of this invoice is \$2,491.65. The balance of the Special Fund as at December 31, 2010 is approximately \$430,000.00.

Background/Purpose:

At its meeting on July 6, 2010, the Board approved the use of the Special Fund as the source of funding for the development of Terms of Reference for the Independent Civilian Review (ICR) into matters relating to the G20 Summit (Board Minute P189/10 refers).

Further, at its meeting on July 22, 2010 the Board approved the retention of Mr. Douglas C. Hunt, Q.C. to draft the Terms of Reference for the ICR (Board Minute P192/10 refers).

Discussion:

At its confidential meeting on December 6, 2010, the Board approved payment of an account submitted by Mr. Hunt for the period ending September 30, 2010, in the amount of \$2,491.65 (Board Minute C373/10 refers).

Normally, invoices pertaining to legal fees are considered for approval by the Board in public. However, at the time the invoice was received, there were no further public meetings scheduled in 2010. Therefore, the Board approved payment of this invoice *in-camera* and agreed to report out on this account at the Board's first regular public meeting in 2011.

Conclusion:

It is, therefore, recommended that the Board receive this report.

The Board received the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P40. INDEPENDENT CIVILIAN REVIEW INTO MATTERS RELATING TO
THE G20 SUMMIT: ACCOUNT FOR PROFESSIONAL SERVICES –
JUSTICE JOHN MORDEN**

The Board was in receipt of the following report January 10, 2011 from Alok Mukherjee, Chair:

Subject: INDEPENDENT CIVILIAN REVIEW INTO MATTERS RELATING TO THE
G20 SUMMIT (ICR) - ACCOUNT FOR PROFESSIONAL SERVICES

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

The balance of the Special Fund as at December 31, 2010 is approximately \$430,000.00. This is the second account to be submitted by Justice Morden. The total amount invoiced to date is \$69,411.31.

Background/Purpose:

At its meeting on September 23, 2010, the Board approved the appointment of Justice John W. Morden to conduct the Independent Civilian Review (ICR) into matters relating to the G20 Summit. The Board also approved the use of the Special Fund as the source of funding for the ICR (Board Minute P271/10 refers).

Discussion:

At its confidential meeting on December 6, 2010, the Board approved payment of an account submitted by Justice Morden for the period ending November 14, 2010, in the amount of \$45,402.32.

Normally, invoices pertaining to legal fees are considered for approval by the Board in public. However, at the time the invoice was received, there were no further public meetings scheduled in 2010. Therefore, the Board approved payment of this invoice *in-camera* and agreed to report out on this account at the Board's first regular public meeting in 2011. A copy the invoice is appended for information.

Conclusion:

It is, therefore, recommended that the Board receive this report.

The Board received the foregoing report.

Heenan Blaikie LLP

Bay Adelaide Centre
333 Bay Street, Suite 2900
P.O. Box 2900
Toronto, Ontario M5H 2T4
T: 416 360 6336
F: 416 360 8425

LAWYERS

N^o 676735

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November 23, 2010

PRIVATE & CONFIDENTIAL

Toronto Police Services Board
40 College Street
Toronto, ON
M5G 2J3

Attention: Joanne Campbell

Reference: File: 058057-0001 Confidential

FOR PROFESSIONAL SERVICES RENDERED for the period ending November 14, 2010

FEES	\$ 38,428.40
DISBURSEMENTS (TAXABLE)	\$ 1,611.26
SUB-TOTAL	\$ 40,039.66
HST (13%)	\$ 5,205.16
DISBURSEMENTS (NON TAXABLE)	\$ 157.50
AMOUNT DUE	\$ 45,402.32

HEENAN BLAIKIE LLP

PAID

Litigation Toronto

TERM: Payment due upon receipt in accordance with section 33 of the *Solicitors Act*. Interest will be charged at the rate of 3.1% per annum on unpaid fees, charge or disbursements calculated from a date that is one month after this statement is delivered.

We have made every effort to include fees and disbursements incurred on your behalf for the current billing period. In the event additional fees or disbursements are subsequently incurred and/or recorded, a subsequent account will be forwarded.

Reference / File: 058057-0001

Initials: Tit

GST / HST N^o 864865936

PAYABLE UPON RECEIPT

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P41. INDEPENDENT CIVILIAN REVIEW INTO MATTERS RELATING TO
THE G20 SUMMIT: ACCOUNT FOR PROFESSIONAL SERVICES –
JUSTICE JOHN MORDEN**

The Board was in receipt of the following report January 10, 2011 from Alok Mukherjee, Chair:

Subject: INDEPENDENT CIVILIAN REVIEW INTO MATTERS RELATING TO THE
G20 SUMMIT (ICR) - ACCOUNT FOR PROFESSIONAL SERVICES

Recommendation:

It is recommended that the Board approve payment of an account dated December 22, 2010 in the amount of \$42,462.62 and that such payment be drawn from the Special Fund.

Financial Implications:

This is the third account to be submitted by Justice Morden. The total amount invoiced to date is \$111,873.93. The balance of the Special Fund as at December 31, 2010 is approximately \$430,000.00.

Background/Purpose:

At its meeting on September 23, 2010, the Board approved the appointment of Justice John W. Morden to conduct the Independent Civilian Review (ICR) into matters relating to the G20 Summit. The Board also approved the use of the Special Fund as the source of funding for the ICR (Board Minute P271/10 refers).

Discussion:

Justice Morden has submitted an account for services rendered up to and including December 17, 2010 in the amount of \$42,462.62 (copy attached). A detailed statement is included on the in-camera agenda for information. It should be noted that a reduction of \$3,953.00 for fees and disbursements have been applied to this account.

Conclusion:

It is, therefore, recommended that the Board authorize payment in the amount of \$42,462.62 for professional services rendered by Justice Morden.

The Board approved the foregoing report noting that a detailed statement of account was considered during the in-camera meeting (Min. No. C24/11 refers).

Heenan Blaikie LLP

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LAWYERS

N° 684670

Page 1

December 22, 2010

PRIVATE & CONFIDENTIAL

Toronto Police Services Board
40 College Street
Toronto, ON
M5G 2J3

Attention: Joanne Campbell

Reference: File: 058057-0001 Confidential

FOR PROFESSIONAL SERVICES RENDERED for the period ending December 17, 2010

FEEs	\$ 36,207.40
DISBURSEMENTS (TAXABLE)	\$ 1,352.44
SUB-TOTAL	\$ 37,559.84
HST (13%)	\$ 4,882.78
DISBURSEMENTS (NON TAXABLE)	\$ 20.00
AMOUNT DUE	\$ 42,462.62

HEENAN BLAIKIE LLP

Litigation Toronto

TERM:	Payment due upon receipt in accordance with section 33 of the <i>Solicitors Act</i> . Interest will be charged at the rate of 3.3% per annum on unpaid fees, charge or disbursements calculated from a date that is one month after this statement is delivered.
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We have made every effort to include fees and disbursements incurred on your behalf for the current billing period. In the event additional fees or disbursements are subsequently incurred and/or recorded, a subsequent account will be forwarded.
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Reference / File: 058057-0001

GST / HST N° 864865936

Initials: Tlit

PAYABLE UPON RECEIPT

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P42. REQUEST FOR FUNDS: 2011 ANNUAL GENERAL MEETING AND
CONFERENCE OF THE ONTARIO ASSOCIATION OF POLICE
SERVICES BOARDS**

The Board was in receipt of the following report January 24, 2011 from Alok Mukherjee, Chair:

Subject: REQUEST FOR FUNDS: 2011 ANNUAL GENERAL MEETING AND
CONFERENCE OF THE ONTARIO ASSOCIATION OF POLICE SERVICES
BOARDS

Recommendation:

It is recommended that the Board approve \$5,500.00 from the Board's Special Fund to support the 2011 Annual General Meeting and Conference of the Ontario Association of Police Services Boards ("OAPSB").

Financial Implications:

If the Board approves the recommendation contained in this report, the Special Fund will be reduced by \$5,500.00. As at December 31, 2010 the Special Fund balance is \$430,000.00.

Background/Purpose:

The Niagara Regional Police Services Board will be hosting the 2011 Annual Conference and General Meeting of OAPSB. The theme of this year's conference is "Leading Beyond Tradition" and will be held in Niagara Falls, Ontario from May 12 to May 14, 2011.

The OAPSB conference is one of only two annual opportunities for professional development for Board Members and networking with fellow police board members from across Ontario. As such, it is important that the Board provide financial assistance to help ensure success of the conference.

A letter from Mayor Doug Martin, Chair of the Regional Municipality of Niagara Police Services Board, requesting that we consider providing financial support to the conference, is attached for your information.

Discussion:

The OAPSB is a not-for-profit volunteer-based organization that relies solely on annual membership dues and funds raised from its annual conferences. In past years, the success of the annual conference was due, largely in part, to the support it received from other police agencies.

At its meeting on November 15, 2010, the Board considered a report regarding the impact that on-going commitments would have on the Special Fund and agreed that no additional discretionary expenditures would be approved until the Chair has reviewed the status of the Special Fund and reports to the Board in April 2011 (Minute No. P315/10 refers).

However, given that the Board has been a significant contributor to this conference in the past, I would like to ask that the Board consider making an exception to the moratorium placed on expenditures from the Special Fund to sponsor this important conference.

Conclusion:

It is, therefore, recommended that the Board approve \$5,500.00 from the Board's Special Fund to support the 2011 Annual General Meeting and Conference of the OAPSB.

The Board approved the foregoing report.



REGIONAL MUNICIPALITY OF NIAGARA
POLICE SERVICES BOARD

68 CHURCH STREET, ST. CATHARINES, ONTARIO L2R 3C6

Tel: (905) 685-0321 Fax: (905) 688-0036

E-mail: nrpboard@nrps.com

Website: www.nrps.com

November 25, 2010

Chair Dr. Alok Mukherjee
Toronto Police Services Board
40 College Street
7th Floor
Toronto, Ontario M5G 2J3

DATE RECEIVED

DEC 02 2010

TORONTO
POLICE SERVICES BOARD

Dear Chair Mukherjee:

It is my pleasure to advise you that the Niagara Police Services Board will be hosting the 2011 Annual General Meeting and Conference of the Ontario Association of Police Services Boards (OAPSB). The Conference will be held at the Sheraton-on-the-Falls in Niagara Falls, Ontario from May 12 – 14, 2011 and the theme of the conference is **'Leading Beyond Tradition'**.

The Niagara Board is delighted to host the 2011 OAPSB Conference in Niagara Falls at the same time we celebrate the 40th anniversary of the Niagara Regional Police Service. We plan to bring together many of the provincial and municipal decision makers and expect upwards of 300 mayors, municipal councillors, and citizen representatives from across the province to attend this event.

We very much need your support to ensure a successful conference. In hosting this annual conference, the Niagara Board has the responsibility of providing the conference sponsorship. We are also required to seek out financial assistance for many ancillary costs hosting such an event entails.

The OAPSB is a not-for-profit volunteer based organization which represents approximately 150 police boards throughout the province. It exists solely on annual membership dues and funds raised from the annual conference. In past years, the success of these conferences was mainly due to the co-operation and support of all policing agencies. To assist the OAPSB and the Niagara Board, we are asking your Police Services Board to make a donation in support of this conference. A list of sponsorship opportunities is attached for your consideration.

The money raised will assist us in covering the costs of putting together a first rate conference program and, more importantly, will help keep the registration fees for delegates to a level that even the smallest of police boards are able to afford. The OAPSB annual conference is considered essential attendance for police board members for both educational and networking opportunities and for bringing a strong grassroots and civilian perspective to critical policing issues. We are planning a most interesting program and detailed conference information will be available early in 2011 on the OAPSB website at www.oapsb.ca

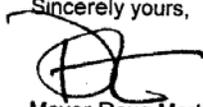
Page 2
November 25, 2010
OAPSB 2011 Conference

All contributions should be payable to the "Ontario Association of Police Services Boards" and forwarded directly to their office at 10 Peel Centre Drive, Brampton, Ontario, L6T 4B9. All contributions will be duly recognized at the conference. For further information, please contact the OAPSB office at 905-458-1488, toll-free at 1-800-831-7727 or Ms. Deb Morton, Executive Director, Niagara Police Services Board at 905-688-3911 extension 5170 or via email at 6022@nrps.on.ca to discuss further details.

On behalf of the Niagara Police Services Board, we thank you and your Board Members for consideration of this request. The conference is a very large undertaking and with a very limited annual budget any additional amounts raised by our fellow Police Services Boards are very much welcomed.

We look forward to hearing from you and seeing you in Niagara Falls in 2011.

Sincerely yours,

A handwritten signature in black ink, appearing to be "Doug Martin", written over a circular stamp or mark.

Mayor Doug Martin
Board Chair

Encl. (1)



2011 ANNUAL MEETING & CONFERENCE
"LEADING BEYOND TRADITION"
 MAY 12-14, 2011 NIAGARA FALLS, ONTARIO

SPONSORSHIP OPPORTUNITIES

LEVELS	DONATION RANGE	RECOGNITION/BENEFITS
Diamond	\$10,000 +	Recognition in conference newsletter, appreciation certificate, four tickets to President's Banquet and event sponsorship recognition, if appropriate. Banners/display as appropriate.
Emerald	\$5,000 to \$9,999	Recognition in conference newsletter, appreciation certificate, two tickets to the President's Banquet and event sponsorship recognition, if appropriate. Banners/display as appropriate.
Topaz	\$1,000 to \$4,999	Recognition in conference newsletter, appreciation certificate and two tickets to President's Banquet.
Amethyst	\$500 to \$999	Recognition in conference newsletter, appreciation certificate, and signage as appropriate.
Friends of OAPSB	\$1 to \$499	Recognition in conference newsletter, appreciation certificate and signage as appropriate.

LEVELS OF SPONSORSHIP

_____	_____
Sponsorship Amount	Sponsorship Level
_____	_____
Name of Police Services Board	
_____	_____
Contact Person	Title
_____	_____
Phone	Email

Please complete and return to:
 Ontario Association of Police Services Boards
 10 Peel Centre Drive, Suite 1A, 1st Floor
 Brampton, ON L6T 4B9
 Phone: 905-458-1488
 Toll Free: 1-800-831-7727

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P43. RATIFICATION OF BOARD DECISION: REQUEST FOR FUNDS –
FUNERAL RECEPTION EXPENSES: SERGEANT RYAN RUSSELL (7686)**

The Board was in receipt of the following report January 18, 2011 from Alok Mukherjee, Chair:

Subject: RATIFICATION OF BOARD DECISION: REQUEST FOR FUNDS -
FUNERAL RECEPTION EXPENSES: SERGEANT RYAN RUSSELL (7686)

Recommendation:

It is recommended that the Board ratify a decision made by a quorum of the Board on January 17, 2011, approving an expenditure from the Special Fund in an amount not to exceed \$56,000 which represents the Board's portion (50%) of the total costs related to hosting the reception following the funeral for Sergeant Ryan Russell (7686).

Financial Implications:

The Special Fund will be reduced by an amount not to exceed \$56,000. The balance of the Special Fund as at December 31, 2010 is approximately \$430,000.00.

Background/Purpose:

On Friday, January 14, 2011, I received a request from the Toronto Police Association that the Board agree to pay 50% of the total costs related to the reception that would take place following the funeral for Sergeant Ryan Russell on Tuesday, January 18, 2011. In the past, the Board and the Police Association have agreed to share this cost when a police officer has died in the line of duty.

On Monday, January 17, 2011, the Board office conducted an email poll of Board Members recommending that they approve an expenditure of an amount not to exceed \$56,000 from the Special Fund for the Board's portion (50%) of the total costs of the reception following the funeral for Sergeant Russell.

I have placed this matter before the Board now and recommend that the Board formally publicly ratify the decision that was approved by a quorum of the Board on January 17, 2011.

Conclusion:

It is, therefore, recommended that the Board ratify a decision made by a quorum of the Board on January 17, 2011, approving an expenditure from the Special Fund in an amount not to exceed \$56,000 which represents the Board's portion (50%) of the total costs related to hosting the reception following the funeral for Sergeant Russell.

Chair Mukherjee advised the Board that, based on the actual costs of the funeral reception which was held on January 18, 2011, the Board's 50% portion would be \$60,678.

The Board received the foregoing report and agreed to approve an expenditure of \$60,678 from the Special Fund which represents 50% of the actual costs for the funeral reception.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

#P44. HUMAN RIGHTS ADVISORY COMMITTEE

The Board was in receipt of the following report January 26, 2011 from Alok Mukherjee, Chair:

Subject: HUMAN RIGHTS ADVISORY COMMITTEE

Recommendation:

It is recommended that the Board name one Board Member and a second Board Member, as an alternate, to represent the Board on the Human Rights Advisory Committee (HRAC).

Financial Implications:

There are no financial implications arising from approval of this report.

Background/Purpose:

At today's meeting the Board will receive a report and a presentation on the final results of the Human Rights Project. In order to continue the work initiated through the Human Rights Project and in order to complete an evaluation of the Project, it is proposed that a Human Rights Advisory Committee be established. The Terms of Reference for the Human Rights Advisory Committee are appended to this report. The HRAC will meet once every 3 months and will meet annually with the Human Rights Project Sponsors Group. It is anticipated that the first meeting of the HRAC will be in February 2011.

Discussion:

The membership of the Human Rights Advisory Committee will include one Member of the Board and one member of the Board's staff. The Chair of the Board will continue to participate on the Human Rights Project Sponsors Group.

It is recommended that the Board name one Board member to represent the Board on the Committee. Because Board Members have extremely demanding schedules and may not be available to attend all meetings, it is recommended that a second Board Member be named as an alternate.

Ms Karlene Bennett, Researcher, will represent the Board in a staff capacity.

Conclusion:

I recommend that the Board name one member, and one alternate, to participate on the Human Rights Advisory Committee.

The Board received the foregoing report and appointed Dr. Dhun Noria to represent the Board on the Human Rights Advisory Committee and Councillor Chin Lee as the alternate member.

Human Rights Project Charter Advisory Committee
TERMS OF REFERENCE

Guiding Principles

Whereas it is public policy in Ontario to recognize the inherent dignity of every person and to provide for equal rights and opportunities without discrimination that is contrary to law, this terms of reference is established in recognition of human rights as a vital moral and legal commitment to effective policing; it acknowledges the obligations of the Ontario Human Rights Code and the Charter of Rights and Freedoms as the legal human rights foundations of policing activity; and builds on the foundations of human rights legislation, case law, policy and practice to promote a strategic and comprehensive human rights approach to employment and policing services for the Toronto Police Service.

Overview

The Human Rights Advisory Committee (HRAC) is entrusted with continuing the spirit and momentum of the achievements of Human Rights Project Charter (HRPC).

The HRAC will take effect in June, 2010.

Mandate

- i. Ensure all HRPC strategies are successfully implemented by:
 - Monitoring the development of HRPC strategies and their outcomes
 - Monitoring human rights trends that impact on policies, procedures
 - Identifying and addressing human rights gaps in policies and procedures
 - Employing strategic and comprehensive approach to human rights.
 - Advising the sponsor group accordingly.
- ii. Monitor and guide the work of the Ryerson University's Diversity Institute Assessment team, in accordance with the contract agreement.
- iii. Be available to offer strategic advise on matters referred to it by the Human Rights Case Review Committee
- iv. Support the Ontario Human Rights Commission, as requested, in assisting other organizations to benefit from the experiences of the HRPC process through:
 - Supporting educational activities.
 - Playing a consultative role with other organizations.

- v. HRAC will operate in an ADVISORY capacity and will not:
- Assume any duties/responsibilities from other units/groups.
 - Duplicate or circumvent any existing processes or systems, including “TPS Human Rights Case Review Committee (Triage)”

Committee Composition and Terms

HRAC members will consist of:

- i. Two (2) members from the Toronto Police Service (TPS):
 - Staff Superintendent of Professional Standards
 - Manager of Diversity Management Unit
- ii. Two (2) members from the Toronto Police Services Board (TPSB):
 - A Board Member
 - A Staff Member
- iii. Two (2) staff members from the Ontario Human Rights Commission (OHRC)
- iv. HRAC will continue for a three (3) – year term.

Operating Guidelines

The HRAC will meet quarterly (i.e. within a three-month period), or as required, to discuss human rights initiatives, trends or any relevant issues.

The HRAC will meet with the HRPC Sponsor Group on an annual basis (i.e. within a 12-month period), and discuss progress/status reports and updates on relevant issues.

The HRPC Sponsor Group will be composed of:

- Chief, Toronto Police Service (incumbent: William BLAIR)
- Chair, Toronto Police Services Board (incumbent: Dr. Alok MUKHERJEE)
- Chief Commissioner, Ontario Human Rights Commission (incumbent: Barbara HALL)

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

**#P45. INDEPENDENT CIVILIAN REVIEW INTO MATTERS RELATING TO
THE G20 SUMMIT (ICR) – ACCOUNT FOR PROFESSIONAL
SERVICES**

The Board was in receipt of the following report January 26, 2011 from Alok Mukherjee, Chair:

Subject: INDEPENDENT CIVILIAN REVIEW INTO MATTERS RELATING TO THE
G20 SUMMIT (ICR) - ACCOUNT FOR PROFESSIONAL SERVICES

Recommendation:

It is recommended that the Board approve payment of an account dated January 21, 2011 in the amount of \$19,899.15 and that such payment be drawn from the Special Fund.

Financial Implications:

This is the fourth account to be submitted by Justice Morden. The total amount invoiced to date is \$131,773.08. The balance of the Special Fund as at December 31, 2010 is approximately \$430,000.00.

Background/Purpose:

At its meeting on September 23, 2010, the Board approved the appointment of Justice John W. Morden to conduct the Independent Civilian Review (ICR) into matters relating to the G20 Summit. The Board also approved the use of the Special Fund as the source of funding for the ICR (Board Minute P271/10 refers).

Discussion:

Justice Morden has submitted an account for services rendered up to and including January 14, 2011 in the amount of \$19,899.15 (copy attached). A detailed statement is included on the in-camera agenda for information. It should be noted that a reduction of \$238.80 for fees and disbursements have been applied to this account.

Conclusion:

It is, therefore, recommended that the Board authorize payment in the amount of \$19,899.15 for professional services rendered by Justice Morden.

The Board approved the foregoing noting that a detailed statement of account was considered during the in-camera meeting (Min. No. C48/11 refers).

Heenan Blaikie LLP

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LAWYERS

N^o 23000358

Page 1

January 21, 2011

PRIVATE & CONFIDENTIAL

Toronto Police Services Board
40 College Street
Toronto, ON
M5G 2J3

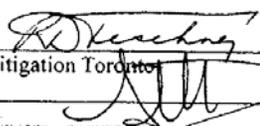
Attention: Joanne Campbell

Reference: File: 058057-0001 Confidential

FOR PROFESSIONAL SERVICES RENDERED for the period ending January 14, 2011

FEEs	\$ 16,262.60
DISBURSEMENTS (TAXABLE)	\$ 1,347.27
SUB-TOTAL	<u>\$ 17,609.87</u>
HST (13%)	\$ 2,289.28
AMOUNT DUE	<u>\$ 19,899.15</u>

HEENAN BLAIKIE LLP


Litigation Toronto

TERM: Payment due upon receipt in accordance with section 33 of the *Solicitors Act*. Interest will be charged at the rate of 3.3% per annum on unpaid fees, charge or disbursements calculated from a date that is one month after this statement is delivered

We have made every effort to include fees and disbursements incurred on your behalf for the current billing period. In the event additional fees or disbursements are subsequently incurred and/or recorded, a subsequent account will be forwarded.

Reference / File: 058057-0001

GST / HST N^o 864865936

Initials: Tlit

PAYABLE UPON RECEIPT

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

#P46. REQUEST FOR FUNDS: ANNUAL COMMUNITY EVENTS - 2011

The Board was in receipt of the following report February 02, 2011 from William Blair, Chief of Police:

Subject: REQUEST FOR FUNDS: ANNUAL COMMUNITY EVENTS – 2011

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

The Board's Special Fund will be reduced by \$82,500.00, which is the total cost of expenditures related to the annual events listed in this report. The costs were based on the funding requests for 2010 as well as any projected increases in costs.

Background/Purpose:

The Board at its meeting of July 22, 2010, granted standing authority to the Chair and the Vice Chair to approve expenditures from the Board's Special Fund for a total amount not to exceed \$10,000.00 per individual event for internal and community events annually hosted in whole or in part by the Board and the Service. The Standing Authority would only apply to events that are to be identified in a list which is provided to the Board for information at the beginning of each calendar year (Min. No. P208/10 refers).

This report provides the internal and community events that are scheduled to take place in 2011.

Discussion:

The Board and the Toronto Police Service (the Service) participate and/or organize many community events and/or initiatives, both internally and externally throughout the year. These events serve to increase public awareness of significant contributions made by community members in Toronto. They also provide a unique opportunity for members of the Service and members of the public to join together and celebrate the diversity that makes Toronto a vibrant city.

The Service's participation in these community events also serves to increase awareness amongst Service members about the traditions and contributions of the many diverse communities.

The Board and the Service recognize the importance of engaging members of the community along with police officers in various programs, initiatives and events that provide opportunities for community members to interact with police officers in positive ways.

The Community Mobilization Unit (CMU) is responsible for co-ordinating many events at Police Headquarters throughout the year that are intended to promote positive relations between the police and the diverse communities and which showcase advancements and continued partnerships in these areas.

The community events that CMU co-ordinates for which funding has been provided by the Board are:

- Black History Month
- Asian Heritage Month
- National Aboriginal Day
- Caribana Kick-Off Celebration and Caribana Float
- Annual Community Police Consultative Conference
- TPS/LGBT CCC Youth Justice Bursary Award
- Board and Chief's PRIDE Reception

In addition, this year the Service will also be hosting the International Francophone Day Celebration in March. This event will celebrate the multicultural diversity of the French speaking community in Toronto. It will also showcase the significant role that the French speaking community play in our city's success, growth and prosperity.

Furthermore, the Empowered Student Partnerships (ESP) Program Kick-Off and Chief's Breakfast, which has since evolved into the School Action Teams, no longer requires funding at this time and as such, has been removed from the list of annual events.

CMU also oversees the Consultative Committee process and submits a year-end report outlining the activities and expenditures as well as requesting Committee funding for the current year. There are a total of 29 Consultative Committees for which the Board provides funding on an annual basis at a rate of \$1,000.00 per committee with the exception of the Chief's Youth Advisory Committee which receives \$2,000.00.

2011 Events:

The following chart provides a list of the annual events hosted/co-hosted by the Board and the Service that are scheduled to take place in 2011:

ANNUAL EVENT	2010 ACTUAL	2011 REQUESTED
Black History Month Celebrations	\$5,885.00	\$6,000.00
International Francophone Day Celebration	\$0.00	\$5,000.00
School Crossing Guard Long Service Awards	\$5,793.00	\$6,000.00
Law Enforcement Torch Run For Special Olympics	\$5,000.00	\$5,000.00
United Way Campaign	\$10,000.00	\$10,000.00

ANNUAL EVENT	2010 ACTUAL	2011 REQUESTED
Asian Heritage Month Celebration	\$3,156.00	\$5,000.00
TPSB and Chief's Pride Reception	\$2,450.00	\$3,000.00
National Aboriginal Day	\$4,738.00	\$5,000.00
Victim Services Program Volunteer Recognition Event	\$8,000.00	\$8,000.00
LGBT Youth Justice Bursary Award	\$3,000.00	\$3,000.00
Caribana Kick-Off Celebration and Caribana Float	\$10,520.00	\$10,000.00
Youth in Policing Summer Employment Program Luncheon	\$1,440.00	\$1,500.00
Native Child and Family Services of Toronto Annual Children in Care Holiday Party	\$5,000.00	\$5,000.00
Annual Community Police Consultative Conference	\$8,523.00	\$10,000.00
TOTAL	\$73,505.00	\$82,500.00

The following list includes the areas that are considered when establishing a budget for a particular community/cultural event:

- Venue
- Food and Refreshments
- Posters, Frames & Printing
- Exhibits & Displays
- Entertainment
- Honourariums
- Transportation
- Incidentals

Any funds not utilized will be returned to the Board. The Service also considers alternative sources of funding to help offset the costs that are incurred when hosting a particular community event. For example, when an event has been held in a particular community, in addition to funding from the Board, the Community Consultative Committee, where one exists, has contributed funds towards the cost of the event from monies received by the Board for their respective Consultative Committee. Community members have also absorbed some of the cost associated with a particular event.

All of the abovenoted requests for funding from the Board's Special Fund have been reviewed to ensure that they meet the criteria set out in the Board's Special Fund Policy and that they are consistent with the following Service Priorities:

- Focusing on People With Distinct Needs
- Focusing on Child and Youth Safety
- Focusing on Violence Against Women
- Delivering Inclusive Police Services

The Service will notify the Board office six weeks in advance of each event approved to receive funds, so that a cheque can be issued.

Conclusion:

Strong community/police partnerships are based on mutual trust, respect, understanding and are essential for the safety and well-being of all members of our community. The Board and the Service's participation in these events reinforces a continued commitment to working with our diverse communities and it also aims at fostering mutually respectful and beneficial relationships.

Deputy Chief Mike Federico, Human Resources Command, will be in attendance to respond to any questions that the Board may have regarding this report.

The Board received the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

#P47. TORONTO TRANSIT COMMISSION

Ms. Judi Cohen, Board Member, said that, following the Board's decision to terminate the agreement between the Board and the Toronto Transit Commission governing the special constable program (Min. No. P275/10 refers), a member of the TTC had indicated to her that the TTC would like to resume working with the Toronto Police Service in the transit system.

Ms. Cohen was advised that the TTC could communicate any new initiatives with regard to policing the transit system directly to the Board.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 03, 2011**

#P48. IN-CAMERA MEETING – FEBRUARY 03, 2011

In addition to the public meeting conducted by the Board today, an in-camera meeting was held to consider a number of matters which were exempt from the public agenda in accordance with the criteria for considering confidential matters set out in s.35(4) of the *Police Services Act*.

The following members attended the in-camera meeting:

Dr. Alok Mukherjee, Chair
Mr. Michael Thompson, Councillor & Vice-Chair
Mr. Chin Lee, Councillor & Member
Dr. Dhun Noria, Member
Mr. Frances Nunziata, Councillor & Member

Absent: Ms. Judi Cohen

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#P49. ADJOURNMENT

Alok Mukherjee
Chair